

CONCIERGE ELITE

Download the Concierge Elite app from the **Apple** app Store, **Android** Google Play or **Windows** App Store (search for Concierge Elite) or visit www.freemanco.com/solutions/mobile to learn more. This will give you the ability to:

- Submit requests for service
- View previous & current orders
- Sign up for freight notifications
- Request shipping labels
- Receive empty return notifications
- Express checkout of the show

For a short demo of Concierge Elite, go to www.freemanco.com/cedemo to view its many features.

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high black back drape, 3' high black side dividers, and a 7" x 44" one line identification sign.

EXHIBIT HALL CARPET

The exhibit area is **NOT** carpeted; however, the aisles will be carpeted:

- IVD Area: Tuxedo (Black & Gray Mixture)
- OEM Area: Red Pepper (Black & Red Mixture)

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by July 01, 2015.

SHOW SCHEDULE

The exhibitor move-in will be based on assigned target freight arrival. Please reference the color-coded plan for assigned move-in schedule.

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Thursday	July 23, 2015	8:00 AM - 5:00 PM
Friday	July 24, 2015	8:00 AM - 5:00 PM
Saturday	July 25, 2015	8:00 AM - 5:00 PM
Sunday	July 26, 2015	8:00 AM - 5:00 PM
Monday	July 27, 2015	8:00 AM - 2:00 PM*

*Please note that you may continue working in your booth after 2:00 PM, but all crates and shipping materials must be labeled and in the aisles for removal by 2:00 PM. "Empty" labels for return of shipping materials are available at the Freeman Exhibitor Service Center onsite.

EXHIBIT HOURS

Tuesday	July 28, 2015	9:30 AM - 5:00 PM
Wednesday	July 29, 2015	9:30 AM - 5:00 PM
Thursday	July 30, 2015	9:30 AM - 1:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Thursday	July 30, 2015	1:00 PM - 5:00 PM
Friday	July 31, 2015	8:00 AM - 5:00 PM
Saturday	August 01, 2015	8:00 AM - 12:30 PM

Please note that overtime/double time charges may apply for move-in and move-out. Please read each form carefully for specifics.

SERVICE CENTER HOURS

Thursday	July 23, 2015	8:00 AM - 5:00 PM
Friday	July 24, 2015	8:00 AM - 5:00 PM
Saturday	July 25, 2015	8:00 AM - 5:00 PM
Sunday	July 26, 2015	8:00 AM - 5:00 PM
Monday	July 27, 2015	8:00 AM - 2:00 PM
Tuesday	July 28, 2015	8:00 AM - 5:00 PM
Wednesday	July 29, 2015	8:00 AM - 5:00 PM
Thursday	July 30, 2015	8:00 AM - 5:00 PM
Friday	July 31, 2015	8:00 AM - 5:00 PM
Saturday	August 01, 2015	8:00 AM - 12:30 PM

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers **as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 6 - 8 hours.**
- All exhibitor materials must be removed from the exhibit facility by **12:30 PM, Saturday, August 01, 2015.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **10:00 AM, Saturday, August 01, 2015.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

841 Joseph E Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 fax (469) 621-5610
FreemanAtlantaES@freemanco.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.

4545 West Davis Street
Dallas, TX 75211
(214) 333-1817 fax (469) 621-5610
Mimi.Ton@freemanco.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by July 01, 2015 Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman Online®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit www.freemanco.com/store and click on the "Login". If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or (817) 607-5000 Local and International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO
C/O Freeman
841 Joseph E Lowery Blvd NW
Atlanta, GA 30318

Please note: The warehouse will be closed on Friday, July 03, 2015 in observance of Independence Day and will not accept shipments.

Freeman will accept crated, boxed or skidded material beginning **Monday, June 22, 2015** at the above address. Material arriving after **July 16, 2015** will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO
Georgia World Congress Center
Halls B1 - B5
C/O Freeman
285 Andrew Young International Blvd NW
Atlanta, GA 30313

Please note: This is a targeted show. All carriers must check-in at the marshalling yard. See enclosed marshalling map & targeted floor plan for details.

Freeman will receive shipments at the exhibit facility beginning **Thursday, July 23, 2015 at 8:00 AM**. Please refer to the enclosed Target Floor plan for your assigned move-in date and time. Shipments arriving before this date will be refused by the facility.

Please note: All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 404-253-6494.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Atlanta Exhibitor Services at (404) 253-6494 or Freeman's Customer Support Center at (888)508-5054 US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by July 01, 2015.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

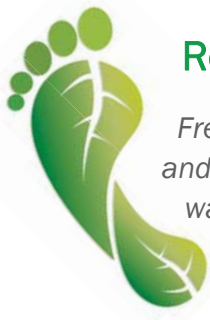
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (404-253-6494) with any questions or needs you may have.



Reducing Your Footprint

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.



Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

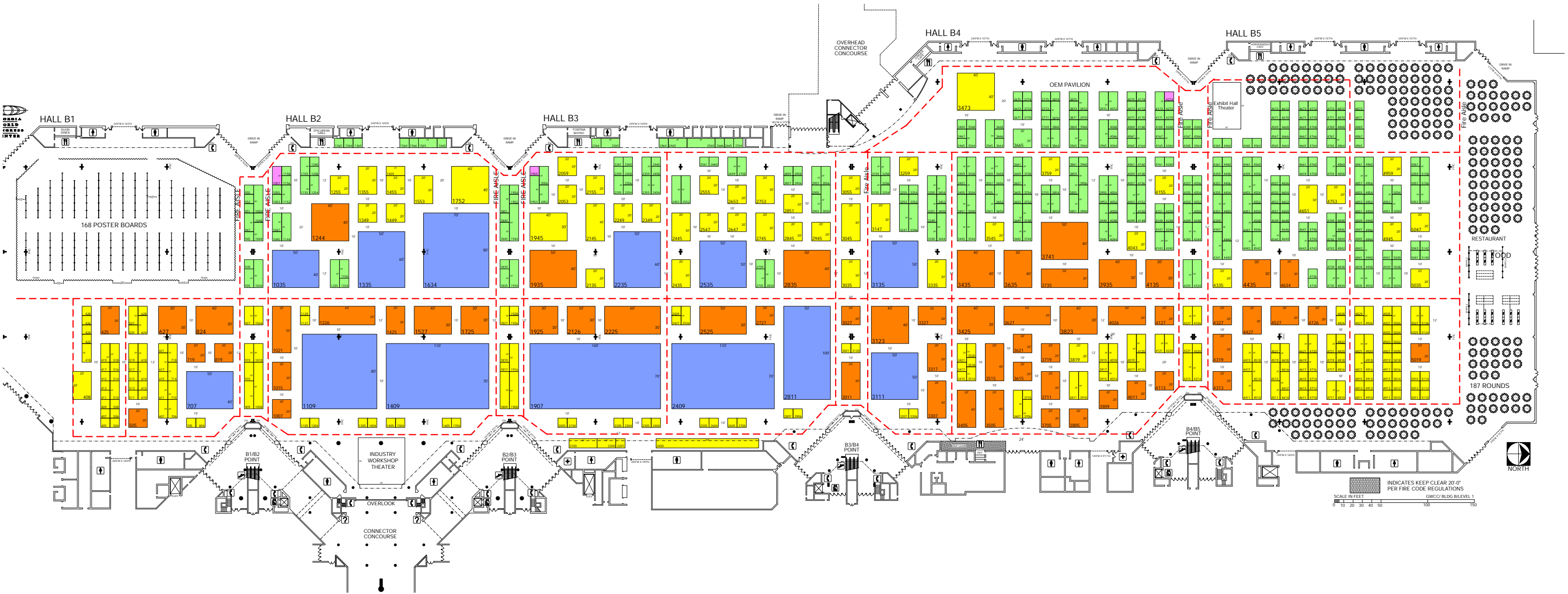


These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.

2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO

JULY 28-30, 2015

GEORGIA WORLD CONGRESS CENTER, BUILDING B, EXHIBIT HALLS B1 - B5



MOVE-IN TARGET DATES

	THURSDAY	JULY 23	7:00 AM
	THURSDAY	JULY 23	11:00 AM
	FRIDAY	JULY 24	7:00 AM
	FRIDAY	JULY 24	11:00 AM
	MONDAY	JULY 27	10:00 AM

--- NO FREIGHT, FIRE & SAFETY AISLES

FLOORPLAN AS OF 2/20/15 FLOOR PLAN SUBJECT TO FIRE MARSHAL APPROVAL

Freight Target Move-In Schedule for Deliveries Made Directly To The Center

This schedule refers to the time your freight carrier has been assigned to check-in at the Marshalling Yard and placed in line for unloading. This schedule is for the move-in of your exhibit and display equipment. You are not required to begin setting your display at this time. If you cannot adhere to your assigned target date and wish to request a change, please contact scott.gibson@freemanco.com

F R E E M A N

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
freemanatlantaes@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
JULY 01, 2015

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____ ☐ Check if you are a new Freeman customer

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (321288) on your remittance.

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS

☐ MASTER CARD

☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS			GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?321288>

FREEMAN

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
freemanatlantaes@freemanco.com



2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- | | |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING |
| | <input type="checkbox"/> OTHER _____ |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

7. FORCE MAJEURE. Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. JURISDICTION / VENUE. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

REV 11/13

EXHIBIT transportation



There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.



Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.



Don't forget about inbound shipping! Complete and send the order form to order your inbound and outbound shipping.

EXHIBIT TRANSPORTATION services

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit www.freemanco.com

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freemanco.com

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freemanco.com

F R E E M A N

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
 (800) 995-3579 Toll Free US & Canada
 (817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO

C/O: FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

MUST BE DELIVERED BY JULY 16, 2015

- ☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO

C/O: FREEMAN

GEORGIA WORLD CONGRESS CENTER

285 ANDREW YOUNG INTERNATIONAL BLVD NW, HALLS

B1 - B5

ATLANTA, GA 30313

CANNOT BE DELIVERED BEFORE TARGET DATE/TIME

TYPE OF SERVICE

- ☐ Standard Ground: Dependent on distance
☐ Expedited Ground: Tailored to specific requirements

SHIPPING INFORMATION

Items to be shipped

Number of Pieces _____ Est. Weight _____

_____ Crates (wooden) _____

_____ Cartons (cardboard) _____

_____ Cases/Trunks (fiber) (color _____) _____

_____ Skids/Pallets _____

_____ Carpet (color _____) _____

_____ Other (_____) _____

_____ Total _____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels : _____

**FAX THIS COMPLETED FORM TO:
 (469) 621-5810**

**A TRANSPORTATION SPECIALIST
 WILL CALL YOU TO CONFIRM
 RECEIPT OF ORDER AND
 FINALIZE DETAILS.**

SHOW # (321288) _____

FREEMAN exhibit transportation

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. **DEFINITIONS.** In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE. Freeman IS NOT AN INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

13. **SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;

(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;

(c) personal effects;

(d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

F R E E M A N

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com



**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, & DHL** are included in this category due to their delivery procedures.

UNCRAVED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

STRAIGHT TIME: 8:00 A.M. to 5:00 P.M. Monday through Friday

OVERTIME: 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 62.50	125.00
Special Handling Shipment.....	\$ 81.25	162.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 60.75	121.50
Special Handling Shipment.....	\$ 79.00	158.00
Uncrated or Pad Wrapped Shipment.....	\$ 91.00	182.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 40.00	

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline	\$ 15.75	31.50
Show Site Shipment after Deadline	\$ 15.25	30.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 15.25	30.50
Special Handling Shipment.....	\$ 19.75	39.50
Uncrated or Pad Wrapped Shipment	\$ 22.75	45.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or skidded Shipment	\$ 15.25	30.50
Special Handling Shipment.....	\$ 19.75	39.50
Uncrated or Pad Wrapped Shipment	\$ 22.75	45.50

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
Tips to Save on Material Handling		0.00% Tax	N/A
		Total	

• **Consolidate shipments** - when total weight is less than 200 lbs. For Example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 125.00

52 lbs. charged @ 200 lbs. \$ 125.00

65 lbs. charged @ 200 lbs. \$ 125.00 = \$375.00

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$125.00

Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

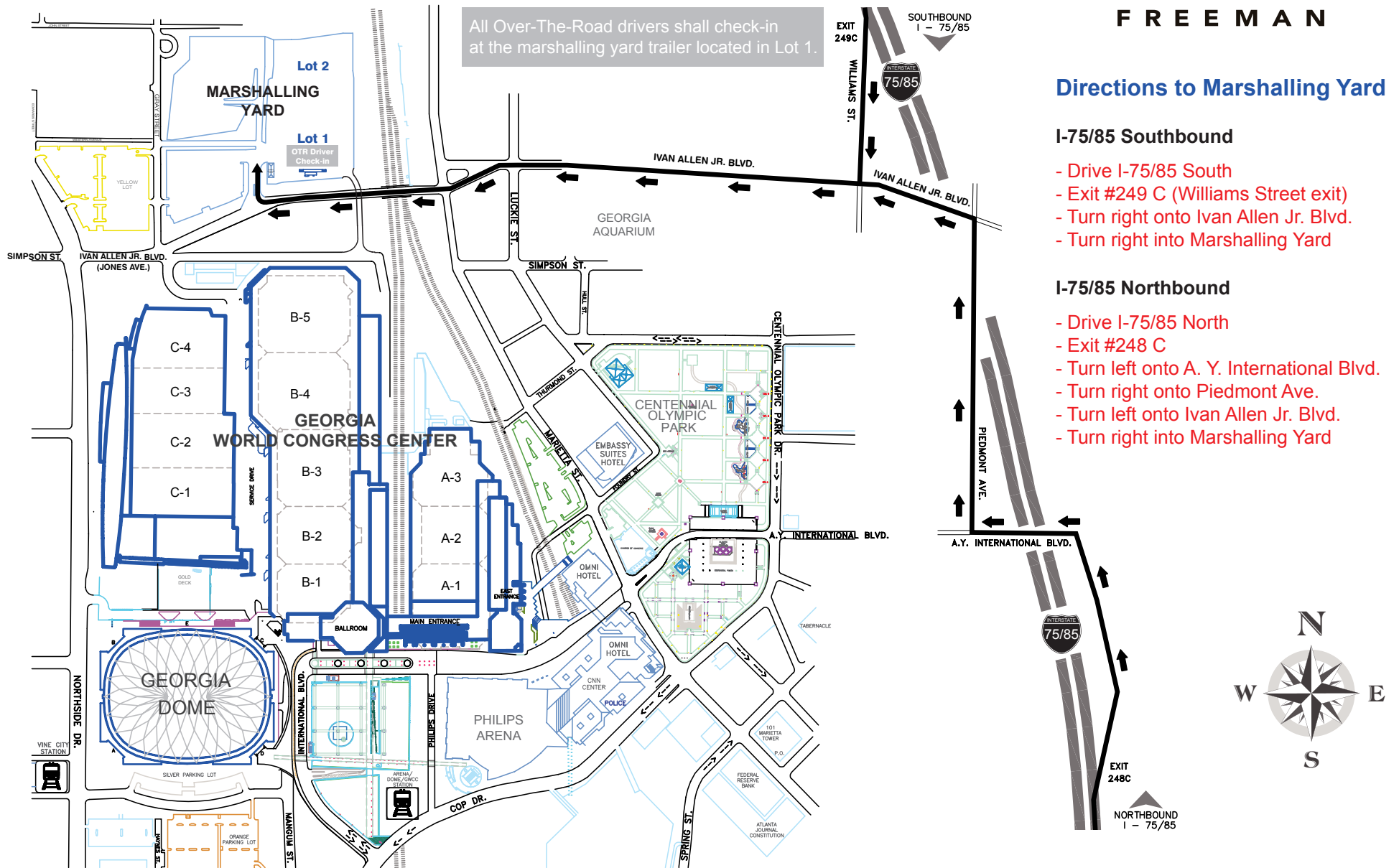
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.



362 IVAN ALLEN JR. BLVD. MARSHALLING YARD

(formerly Jones Ave.)

F R E E M A N

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
freemanatlantaes@freemanco.com



OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- ☐ Expedited
☐ Standard Ground
☐ OTHER COMMON CARRIER _____
☐ OTHER VAN LINE _____
☐ OTHER AIR FREIGHT _____
☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

DESIRED NUMBER OF LABELS: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JUNE 22, 2015

DEADLINE DATE IS: JULY 16, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

WAREHOUSE

2015 AACC ANNUAL MEETING &

EVENT: _____ CLINICAL LAB EXPO

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JUNE 22, 2015

DEADLINE DATE IS: JULY 16, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

WAREHOUSE

2015 AACC ANNUAL MEETING &

EVENT: _____ CLINICAL LAB EXPO

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JUNE 22, 2015

DEADLINE DATE IS: JULY 16, 2015

TO: _____
EXHIBITOR NAME

C/O FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318

HANGING SIGN

EVENT: 2015 AACC ANNUAL MEETING &
CLINICAL LAB EXPO

BOOTH NO. _____ NO. OF PIECES _____

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R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE TARGET DATE/TIME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
GEORGIA WORLD CONGRESS CTR
285 ANDREW YOUNG INTERNATIONAL
HALLS B1 - B5
ATLANTA, GA 30313

SHOW SITE

EVENT: *2015 AACC ANNUAL MEETING &
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F R E E M A N

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
JULY 01, 2015**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: 2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

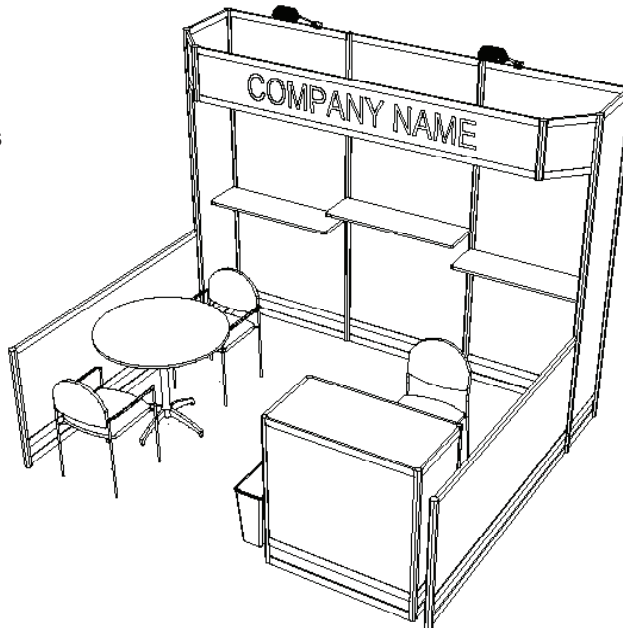
Save Time with a Special Hardwall Furniture Package

If you do not need a custom constructed booth, consider the following furnishing and service package. You bring only your products, literature, graphics and personnel.

Package cannot be ordered at show site. Only advance orders will be accepted!
Place your order before the deadline date of Wednesday, July 01, 2015.

PACKAGE\$3,500.00

- Modular Rental Exhibit• White Backwall Panels
- One (1) white storage cabinet -
1M x 1/2M x 42" high
- Three (3) shelves• White side walls - 36" high
- Delivery, set-up and dismantle of rental unit
- One (1) 9' x 10' gray classic carpet
- Two (2) black diamond arm chairs
- One (1) black diamond stool
- One (1) 30" x 36" black pedestal table
- One (1) wastebasket
- Three (3) days vacuuming service
- 500 lbs. of crated/special handling
Warehouse freight (including overtime)
- Two (2) Arm lights (includes (1) 500 watt outlet
(100v) service for lights only



Helvetica Font Type Will Be Used. Indicate Header Sign Copy Below:

Rates are based on full package and do not include tax.
All substitutions are subject to additional charges.

-TOTAL COST-

\$ _____ + _____ = \$ _____
Subtotal 8% Tax Total Cost



FURNISHING essentials

seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

diva counter stool

17"W 16"L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.



seating

cherry barrel chair

Cranberry or Taupe

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



executive chair

Black Tweed

28"W 25"L 45"H – N71044



black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090



diplomat chair

Black Diamond Fabric

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



seating

limerick® stool by Herman Miller

Gray

18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller

Gray

18"W 17.75"L 33"H – C210108



black diamond stool

22"W 18"L 46"H – N71088



soho bistro table (page 6)

lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



signature loveseat

Black

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair

Black

33"W 35"L 33"H – N71093



tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

glass conference table

Black or Chrome Pedestal

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027



Milano Table (page 7)
Diplomat Chair (page 3)

tables

pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068



chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164



metro series

Black

slate end table

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103



office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



Cherry Tables (page 5)
Cherry Barrel Chairs (page 3)
Black Table Lamp (page 11)

office series

Cherry or Oak

five-foot desk

30"W 60"L 30"H
Cherry – N74061
Oak – N74071

credenza

16"W 60"L 30"H
Cherry – N74064
Oak – N74074

bookcase

12"W 36"L 72"H
Cherry – N74065
Oak – N74075



milano table

42"W 84"L 29"H
Blonde Top with Black Base – N72093
Black Top with Black Base – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.



luna table

36"W 72"L 29"H
Black Top with Black Base – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



hemingway writing table

Black
24"W 49"L 29"H – N720191





display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped table counters, to ensure your show space will be both attractive and interactive.

draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.



tables (30" height)

Draped
Draped on fourth side
Undraped

3'	4'	6'	8'
C130330	C130430	C130630	C130830
		C12404630	C12404830
C131330	C131430	C131630	C131830

<i>black</i>	<i>blue</i>	<i>brown</i>	<i>dark green</i>
<i>flax</i>	<i>gold</i>	<i>gray</i>	<i>plum</i>

<i>red</i>	<i>white</i>

Table-top risers are also available in a variety of sizes. See order form for details.

counters (42" height)

Draped
Draped on fourth side
Undraped

3'	4'	6'	8'
C130342	C130442	C130642	C130842
		C12404642	C12404842
C131342	C131442	C131642	C131842

display

display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



display counter

Black

24"W 49"L 42"H – N72056



orion computer kiosk

Black

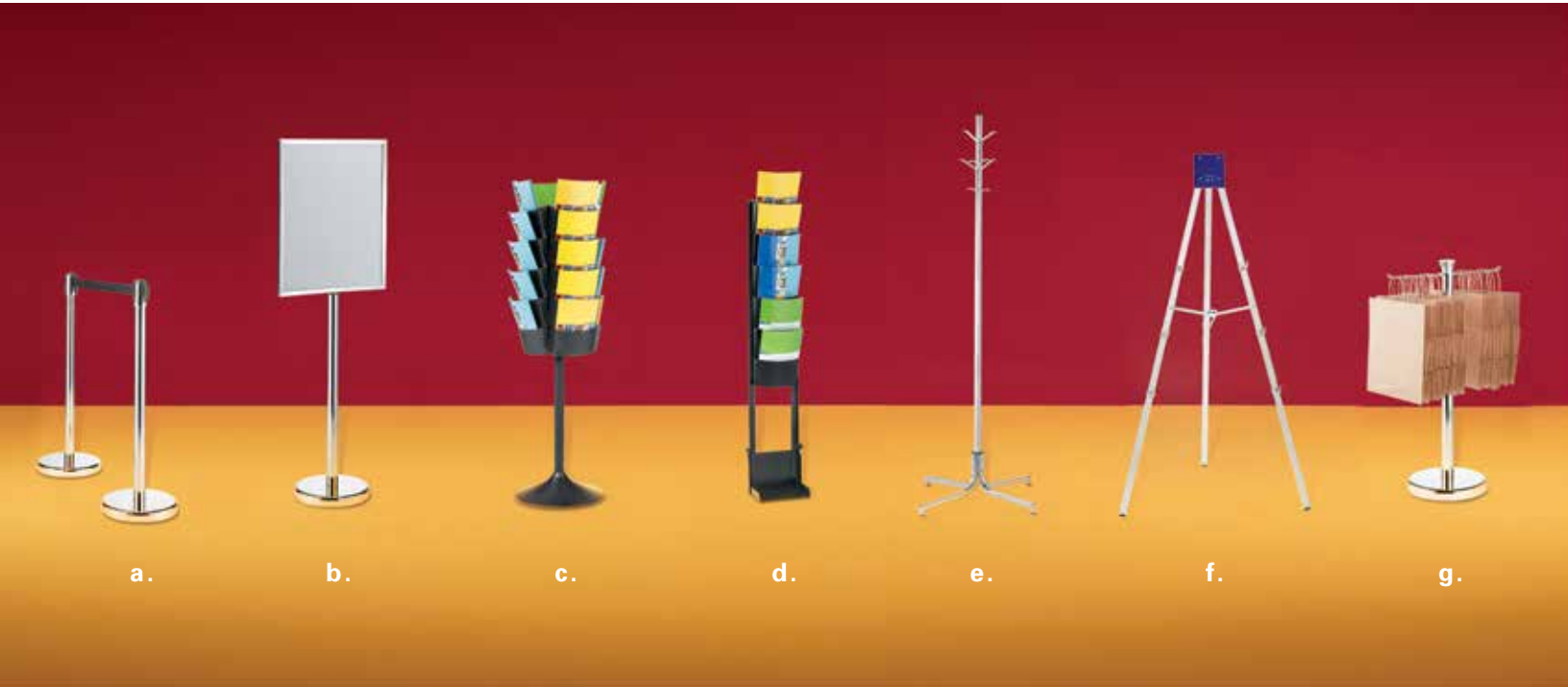
28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.



a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135

Revolving black display holds printed materials for easy access from 20 pockets.

d. flat literature rack

10"W 55"H – N750136

Forward-facing black display presents printed materials in six pockets.

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

special draping

(not pictured)

Special drape is available in a variety of colors. Refer to the order form for details.

accessories

file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081



floor-standing bulletin board

48"W 96"L 78"H – C10201484



table lamp*

Black

25"H – N75052



small refrigerator*

19"W 19"L 34"H – N75057



wastebasket

Wastebasket color may vary.

C220107



corrugated wastebasket

C220106



*Note: Electrical power must be ordered separately.

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freemanatlantaes@freemanco.com



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FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
___	N71092	Diva Counter Stool	186.35	205.00	260.90	___
___	N71091	Diva Chair	161.50	177.65	226.10	___
___	N710144	Diplomat Chair	193.65	213.00	271.10	___
___	N71038	Cherry Barrel Chair	166.15	182.75	232.60	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	219.55	241.50	307.35	___
___	N71047	Gray Gaslift Stool	196.10	215.70	274.55	___
___	N71046	Gray Gaslift Chair w/Arms ..	175.60	193.15	245.85	___
___	N71045	Gray Gaslift Chair	150.40	165.45	210.55	___
___	N71044	Executive Chair	241.85	266.05	338.60	___
___	N71089	Black Diamond Side Chair..	115.20	126.70	161.30	___
___	N71090	Black Diamond Arm Chair..	126.50	139.15	177.10	___

CHAIRS						
___	N71088	Black Diamond Stool	156.35	172.00	218.90	___
___	C210108	Limerick® Chair.....	50.00	55.00	70.00	___
		by Herman Miller				
___	C210109	Limerick® Stool.....	106.70	117.40	149.40	___
		by Herman Miller				

LOUNGE SEATING						
___	N73091	Signature Loveseat	493.15	542.45	690.40	___
___	N71093	Signature Chair	370.60	407.65	518.85	___

TABLES						
___	N72026	Cherry Cocktail Table.....	166.15	182.75	232.60	___
___	N72027	Cherry End Table.....	137.55	151.30	192.55	___
___	N72015	Glass Conference Table.....	187.05	205.75	261.85	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	166.15	182.75	232.60	___
___	N72029	Metro Slate End Table.....	137.55	151.30	192.55	___
___	C115103	Studio Black Cocktail Table.	77.80	85.60	108.90	___
___	C115104	Studio Black End Table.....	77.80	85.60	108.90	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	124.25	136.70	173.95	___
___	N72069	Black-top Cafe 24"W x 30"H ...	209.65	230.60	293.50	___
___	N72070	Black-top Bistro 24"W x 42"H	209.65	230.60	293.50	___
___	N72067	Black-top Café Table 36"x30".	209.65	230.60	293.50	___
___	N72068	Black-top Bistro 36"W x 42"H ..	209.65	230.60	293.50	___
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	160.15	176.15	224.20	___
___	N72064	Café Table 36"W x 30"H	160.15	176.15	224.20	___
___	N720163	Bistro Table 30"W x 42"H	160.15	176.15	224.20	___
___	N720164	Bistro Table 36"W x 42"H	160.15	176.15	224.20	___

OFFICE FURNITURE						
___	N72093	Milano Table/Blonde Top	445.20	489.70	623.30	___
___	N72092	Milano Table/Black Top	445.20	489.70	623.30	___
___	N72094	Luna Table/Black Top	526.25	578.90	736.75	___
___	N720191	Hemingway Writing Table	327.40	360.15	458.35	___
___	N74061	Cherry Desk 5'	460.70	506.75	645.00	___
___	N74065	Cherry Bookcase	158.40	174.25	221.75	___
___	N74064	Cherry Credenza	356.70	392.35	499.40	___
___	N74071	Oak Desk 5'	460.70	506.75	645.00	___
___	N74075	Oak Bookcase	158.40	174.25	221.75	___
___	N74074	Oak Credenza	356.70	392.35	499.40	___

DISPLAY FURNITURE						
___	N72056	Display Counter.....	298.40	328.25	417.75	___
___	N75079	Orion Computer Kiosk.....	362.35	398.60	507.30	___
___	N75030	Black Display Cube/Small.....	186.35	205.00	260.90	___
___	N75031	Black Display Cube/Medium....	202.40	222.65	283.35	___
___	N75032	Black Display Cube/Large.....	234.95	258.45	328.95	___

Display Cylinders						
___	N75020	Black Display Cylinder/Low.	177.25	195.00	248.15	___
___	N75021	Black Display Cylinder/Med.	205.20	225.70	287.30	___
___	N75022	Black Display Cylinder/Lg....	235.55	259.10	329.75	___

Remember to select a color for items
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FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE (continued)						
Draped Tables - Tables are 24" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
_____	C130330	Draped Table 3'L x 30"H....	95.65	105.20	133.90	_____
_____	C130430	Draped Table 4'L x 30"H....	118.10	129.90	165.35	_____
_____	C130630	Draped Table 6'L x 30"H....	129.75	142.75	181.65	_____
_____	C130830	Draped Table 8'L x 30"H....	155.00	170.50	217.00	_____
_____	C1240463	4th Side Drape 6'L x 30"H...	43.65	48.00	61.10	_____
_____	C1240483	4th Side Drape 8'L x 30"H...	43.65	48.00	61.10	_____
_____	C130342	Draped Counter 3'L x 42"H.	135.00	148.50	189.00	_____
_____	C130442	Draped Counter 4'L x 42"H.	157.45	173.20	220.45	_____
_____	C130642	Draped Counter 6'L x 42"H.	167.00	183.70	233.80	_____
_____	C130842	Draped Counter 8'L x 42"H.	189.50	208.45	265.30	_____
_____	C1240464	4th Side Drape 6'L x 42"H...	43.65	48.00	61.10	_____
_____	C1240484	4th Side Drape 8'L x 42"H...	43.65	48.00	61.10	_____

Undraped Tables - Tables are 24" wide						
_____	C131330	Undraped Table 3'L x 30"H..	47.75	52.55	66.85	_____
_____	C131430	Undraped Table 4'L x 30"H..	53.60	58.95	75.05	_____
_____	C131630	Undraped Table 6'L x 30"H..	61.45	67.60	86.05	_____
_____	C131830	Undraped Table 8'L x 30"H..	68.30	75.15	95.60	_____
_____	C131342	Undraped Counter 3'Lx42"H	68.30	75.15	95.60	_____
_____	C131442	Undraped Counter 4'Lx42"H	81.95	90.15	114.75	_____
_____	C131642	Undraped Counter 6'Lx42"H	95.65	105.20	133.90	_____
_____	C131842	Undraped Counter 8'Lx42"H	109.25	120.20	152.95	_____

Table Top Risers - Risers are 8" wide						
_____	C1504100	Black 4'L x 7"H				
		Corrugated Riser.....	39.30	43.25	55.00	_____
_____	C1504101	White 4'L x 7"H				
		Corrugated Riser.....	39.30	43.25	55.00	_____
_____	C1506100	Black 6'L x 7"H				
		Corrugated Riser.....	64.65	71.10	90.50	_____
_____	C1506101	White 6'L x 7"H				
		Corrugated Riser.....	64.65	71.10	90.50	_____
_____	C1508100	Black 8'L x 7"H				
		Corrugated Riser.....	75.90	83.50	106.25	_____
_____	C1508101	White 8'L x 7"H				
		Corrugated Riser.....	75.90	83.50	106.25	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE (continued)						
Table Top Risers - Risers are 8" wide						
_____	C1504200	Black 4'L x 14"H				
		Corrugated Riser.....	39.30	43.25	55.00	_____
_____	C1504201	White 4'L x 14"H				
		Corrugated Riser.....	39.30	43.25	55.00	_____
_____	C1506200	Black 6'L x 14"H				
		Corrugated Riser.....	64.65	71.10	90.50	_____
_____	C1506201	White 6'L x 14"H				
		Corrugated Riser.....	64.65	71.10	90.50	_____
_____	C1508200	Black 8'L x 14"H				
		Corrugated Riser.....	75.90	83.50	106.25	_____
_____	C1508201	White 8'L x 14"H				
		Corrugated Riser.....	75.90	83.50	106.25	_____

ACCESSORIES						
_____	C220121	Chrome Stanchion w/belt ..	83.20	91.50	116.50	_____
_____	C220118	Chrome Sign Holder	85.80	94.40	120.10	_____
_____	N750135	Round Literature Rack	210.50	231.55	294.70	_____
_____	N750136	Flat Literature Rack	193.65	213.00	271.10	_____
_____	C220109	Chrome Coat Tree	54.70	60.15	76.60	_____
_____	C220134	Chrome Easel	29.00	31.90	40.60	_____
_____	C220110	Chrome Bag Rack	97.75	107.55	136.85	_____
_____	220107	Wastebasket	N/A	N/A	N/A	_____
_____	220106	Corrugated Wastebasket....	12.50	13.75	17.50	_____
_____	N75057	Small Refrigerator	364.05	400.45	509.65	_____
_____	N75052	Black Table Lamp	85.25	93.80	119.35	_____
_____	N74082	File Cabinet/2 Drawer	112.05	123.25	156.85	_____
_____	N74081	File Cabinet/4 Drawer	147.25	162.00	206.15	_____
_____	10201484	Bulletin Board	174.90	192.40	244.85	_____

Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
_____	12103	Special Drape 3'H (per ft.) ..	16.75	18.45	23.45	_____
_____	12108	Special Drape 8'H (per ft.) ...	23.05	25.35	32.25	_____

TOTAL COST		
_____	+	_____
Sub-Total	8 % Tax	Total Cost

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NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____

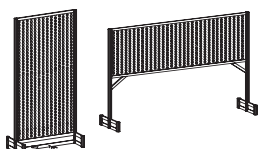
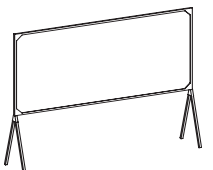
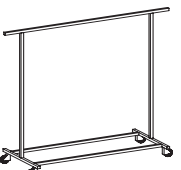
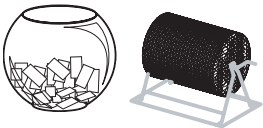
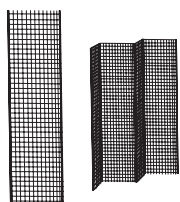
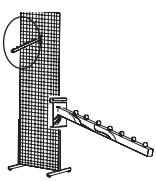
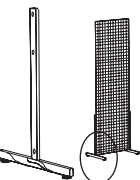
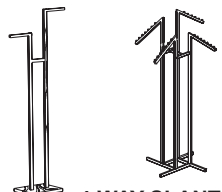
CONTACT NAME: _____ PHONE #: _____

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ACCESSORIES

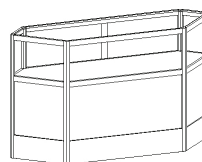
PERFBOARD-SINGLE SIDED Vertical Horizontal 	BULLETIN BOARD 	CHROME GARMENT RACK 	FISH BOWL  TICKET TUMBLER
2' x 8' GRID PANELS 	GRID ACCESSORIES 	GRID LEGS 	2-WAY STRAIGHT ARM  4-WAY SLANT ARM



HALF VISION SHOWCASE



FULL VISION SHOWCASE



CORNER SHOWCASE

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS						
___	10201287	1/2M x 87" - Single Sided	\$106.20	116.80	148.70	___
___	10201288	1/2M x 87" - Double Sided	\$148.70	163.55	208.20	___
___	10201087	1M x 87" - Single Sided	\$169.30	186.25	237.00	___
___	10201088	1M x 87" - Double Sided	\$211.15	232.25	295.60	___
___	10201484	4'x8' -Bulletin Board/Horz....	\$174.90	192.40	244.85	___
ACCESSORIES						
___	10406	Garment Rack	\$81.75	89.95	114.45	___
___	15905	Fish Bowl	\$25.10	27.60	35.15	___
___	159011	Ticket Tumbler - small	\$59.35	65.30	83.10	___
___	10404	4-way Slant Arm	\$176.30	193.95	246.80	___
___	10403	2-way Straight Arm	\$137.55	151.30	192.55	___
GRIDS (continued)						
___	103028	Chrome - Grid	\$107.60	118.35	150.65	___
___	103011	White - Grid	\$107.60	118.35	150.65	___
___	103029	Chrome - Grid Legs	\$36.00	39.60	50.40	___
___	103029	White - Grid Legs	\$36.00	39.60	50.40	___
___	10307	7-Ball Waterfall (for grids).....	\$14.65	16.10	20.50	___

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
SHOWCASES						
___	175561	Full Vision Case	\$623.00	685.30	872.20	___
___	175560	Half Vision Case	\$559.90	615.90	783.85	___
___	175563	Corner Case	\$481.25	529.40	673.75	___
FULL VISION CASE 79 1/2"L x 20 7/16"W x 42"H Includes two plexi-glass shelves with adjustable brackets and 32 3/8" of viewing area. No storage below display area. HALF VISION CASE 79 1/2"L x 20 7/16"W x 42"H Includes one plexi-glass shelf with adjustable brackets and 14 1/2" of viewing area. CORNER SHOW CASE Includes an area for storage below the display surface and has 12 1/4" of viewing area.						
All showcases are 42" high and include a lightbar mounted inside the top front edge and a sliding door with lock on the back. Electrical service for lightbar must be arranged through the facility.						
TOTAL COST						
Sub-Total _____ + Tax (8%) _____ = TOTAL _____						

Don't see what you need?
Please call an Exhibitor Services Representative @ 404-253-6494.



SELECT furnishings

seating

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

naples



chair

Black Leather

36" L 30" D 28" H – 810119



loveseat

Black Leather

62" L 30" D 28" H – 830120



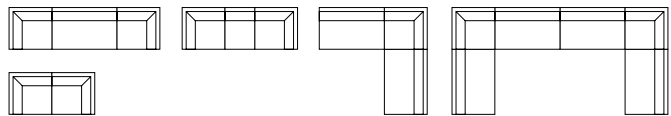
sofa

Black Leather

87" L 30" D 28" H – 830119

heathrow

possible configurations:



armless chair

Black Leather

24" L 24" D 28" H – 810116



corner chair

Black Leather

24" L 24" D 28" H – 810117



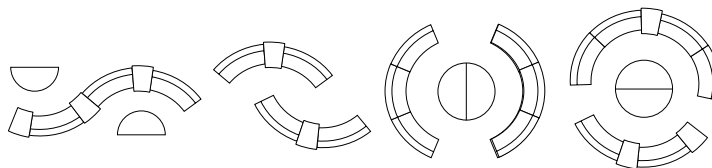
sofa

Black Leather

48" L 24" D 28" H – 830116

south beach

possible configurations (featuring the half round ottomans from page 5):



sofa

Platinum Suede

69" L 29"D 33"H – 8301



ottoman

Platinum Suede

25" L 31"D 18"H – 8151

key west



loveseat

Black Fabric

57" L 35"D 33"H – 8307



sofa

Black Fabric

85" L 35"D 33"H – 8306



tub chair

Black Fabric

31" L 31"D 31"H – 8103

seating



allegro

chair

Blue Fabric
36"L 34.5"D 30"H – 81019

sofa

Blue Fabric
73"L 34.5"D 29.5"H – 83015



tangiers

chair

Beige Fabric
34"L 37"D 36"H – 810118

sofa

Beige Fabric
78"L 37"D 36"H – 830118



roma

chair

White Vinyl
37"L 31"D 33"H – 81020

sofa

White Vinyl
78"L 31"D 33"H – 83016



casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

ottomans

endless square

Black Leather – 815123

White Leather – 815122

34"L 34"D 15"H



half round ottoman

White Leather – 81514

Black Leather – 81513

72"L 36"D 17"H



ottoman bench

Black Leather – 815121

White Leather – 815120

60"L 20"D 18"H



leather cube

Black Leather – 81512

White Leather – 81511

17"L 17"D 18"H



edge LED cube

High Density Plastic

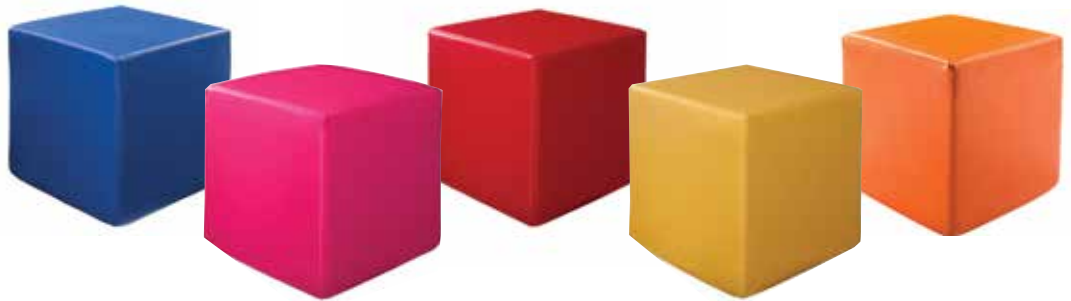
20"L 20"D 20"H – 81526



ottomans

vibe cube

Blue Vinyl – 81518
 Pink Vinyl – 81520
 Red Vinyl – 81519
 Yellow Vinyl – 81517
 Orange Vinyl – 81525
 18"L 18"D 18"H



occasional chairs

madrid chair

Black Leather/Chrome
 30"L 30"D 31"H – 8102



madrid chair

White Leather/Chrome
 30"L 30"D 31"H – 810816



meeting chair (espresso)

Bonded Leather/Wood Legs
 25.5"L 23.5"D 34"H – 810835



meeting chair (taupe)

Microfiber/Wood Legs
 25.5"L 23.5"D 34"H – 810836



occasional chairs

t-vac chair

Translucent/Chrome Legs
25"L 23"D 30"H – 8101



swanson chair

White Vinyl
28"L 25"D 18"H – 810875



ICE side chair

Transparent/Chrome Legs
17.25"L 20"D 32"H – 810814



fusion chair (black/white)

White/Black High Density Plastic
19"L 21"D 32"H – 810838



christopher chair

White Vinyl/Chrome
17"L 19"D 35"H – 810846



iso mesh pull-up chair

Black Vinyl/Black Steel
26"L 24"D 38"H – 810707



occasional chairs

razor armless chair

High Density Plastic

15.38"L 15.5"D 30.5"H – 810837



new york chair

Onyx/Maple Wood/Chrome

23"L 32"D 33"H – 81090



panton chair

White Plastic

20"L 24"D 33"H – 81017



jetson chair

Black Vinyl/Black Steel

19"L 18"D 31"H – 810702



madden chair

Light Gray Vinyl

27"L 32"D 33"H – 810843



wendy chair

Clear Acrylic

15"L 19.7"D 35.8"H – 810847



occasional chairs

berlin stack chair

White & Red Plastic/Chrome – 810811

White & Black Plastic/Chrome – 810810

18"L 22"D 32"H



conference chairs

luxor executive chair

Black Leather

27"L 28"D 47"H

Adjustable – 810807



labrea chair

Charcoal Gray Fabric

35"L 27"D 40"H – 810874



pro executive chair

White Vinyl

27.5"L 27.5"D 45.7"H – 810844



perth highback chair

Black Leather/Chrome

23"L 21"D 43"H

Adjustable – 810813



conference chairs

altura conference/ guest chair

Black Fabric/Black Steel
25" L 20" D 34" H – 81063



altura junior executive chair

Black Fabric
25" L 25" D 37" H
Adjustable – 81073



flex chair

Black Plastic/Chrome
24" L 22" D 31" H – 81018



bars & barstools

lift barstool

Gray Vinyl/Chrome
15" Round 23-33.5" H
Adjustable – 810842



ICE barstool

Transparent/Chrome Legs
16.75" L 16" D 37.75" H – 810815

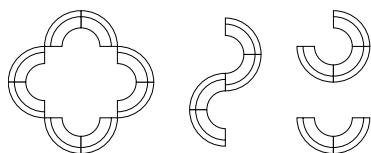


bars & barstools

martini bar

Gray metal rounded bar with frosted glass top and chrome legs
67"L 50"D 47"H – Radius 76.5" – 8501

possible configurations:



lift hydraulic barstool

Gray Fabric/Chrome – 810872
Red Fabric/Chrome – 810873
Black Fabric/Chrome – 810871
White Fabric/Chrome – 810870
15" Round 23-33.5"H Adjustable



Tables in coordinating colors are available upon request.

bars & barstools

oslo barstool

Blue Plastic/Chrome – 810200
 White Plastic/Chrome – 810201
 17"L 20"D 30"H



zoey barstool

White Vinyl/Chrome – 810840
 Black Vinyl/Chrome – 810834
 15"L 17"D 31-35"H



banana barstool

White Vinyl/Chrome – 810103
 Black Vinyl/Chrome – 810104
 21"L 22"D 30"H



gin barstool

Maple Wood/Chrome
 16"L 16"D 29"H – 810505



jetson barstool

Black Vinyl/Black Steel
 18"L 19"D 29"H – 810706



shark swivel barstool

White Plastic/Chrome
 22"L 19"D 34-44"H
 Adjustable – 810202



tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.
Choose from modern glass tops and more.

occasional end & cocktail tables

mosaic table (set of 3)

Metal/Wood – 820846

12" L 14" D 16" H

16.5" L 15" D 18" H

20.5" L 16" D 20" H



candy table

White Plastic/Black Laminated

18" L 18" D 18" H – 82056



aura round table

White Metal

15" Round 22" H – 820844



edge LED lighted table

White Plastic/Clear Acrylic

20" L 20" D 20" H – 82057



occasional end & cocktail tables



silverado

end table

Tempered Glass/Painted Steel
24" Round 22"H – 82015

table

Tempered Glass/Painted Steel
36" Round 17"H – 82014



inspiration

end table

Tempered Glass/Painted Steel
24"L 28"D 22"H – 82023

table

Tempered Glass/Painted Steel
42"L 28"D 18"H – 82022



geo

end table

Glass/Black Steel – 82025
Glass/Chrome – 82035
26"L 26"D 20"H

table

Glass/Black Steel – 82024
Glass/Chrome – 82034
50"L 22"D 16"H



sydney

end table

Black Laminate/Brushed Steel – 82054
White Laminate/Brushed Steel – 82055
27"L 23"D 22"H

table

Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48"L 24"D 18"H



conference tables

nova white oval table

White Laminate/Chrome

71"L 35.5"D 29"H – 82060



geo conference table

Glass/Black Steel – 82041

Glass/Chrome – 82051

60"L 36"D 29"H



communal table (maple with grommets)

Laminate/Metal

72"L 26"D 30"H – 82058

72"L 26"D 42"H – 82059



manhattan table

Glass/Black Steel

42" Round 29"H – 82033



communal table (maple)

Laminate/Metal

72"L 26"D 30"H – 82067

72"L 26"D 42"H – 82068



communal table (white)

Laminate/Metal

72"L 26"D 30"H – 82063

72"L 26"D 42"H – 82066



conference tables

42" round white conference table

White Laminate

42" Round – 820708



computer / desk / table

work desk

White Powder Coat

48" L 24" D 30" H – 820706



merlin table

Gray Laminate

46" L 29" D 30" H – 820707



rustique

Want to stand out from the crowd? Our new Rustique collection consisting of tables, chairs and barstools can add texture, style and charm to any space.

e table

Wood

15.5"L 27.5"D 21"H – 820845

Some configurations require two tables. Only one table per order.

possible configurations:



rustique chair with arms

Gunmetal

20"L 18"D 31"H – 810841



rustique barstool

Gunmetal

13"L 13"D 30"H – 810839



timber table

Wood

16" Round 27.5"D 17"H – 820843



product display

etagere

Black – 850604
Silver – 850605
 30" L 16" D 70" H



locking door pedestal

Black Laminate
 24" L 24" D 42" H – 85078



lighting

mason table lamp*

White/Brushed Silver
 16" Round 26" H – 850707



mason floor lamp*

White/Brushed Silver
 18" Round 55" H – 850708



refrigerators

refrigerator*

White
 14.0 cubic feet
 20" L 30" D 65" H – 8503001



*Electrical power must be ordered separately.

tablet stand

mobile tablet stand

White – 850714

Black – 850715

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x9.375" but not larger than 8.5"x12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



tablet stand accessories

brochure holder*

Black – 850711

8.625"L 1.1"D 11.325"H



wireless printer holder*

Black – 850712

3.3"L 1.9"D 5.28"H



charging shelf*

Black – 850713

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand.

F R E E M A N

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(404) 253-6494 Fax: (469) 621-5610
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NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						

Naples Group - Black Leather

_____	810119	Chair.....	361.05	397.15	505.45	_____
_____	830120	Loveseat.....	484.20	532.60	677.90	_____
_____	830119	Sofa.....	537.25	591.00	752.15	_____

Heathrow Group -Black Leather

_____	810116	Armless Chair.....	273.40	300.75	382.75	_____
_____	810117	Corner Chair.....	318.70	350.55	446.20	_____
_____	830116	Sofa.....	462.95	509.25	648.15	_____

South Beach Group - Platinum Suede

_____	8301	Sofa.....	501.45	551.60	702.05	_____
_____	8151	Ottoman.....	219.15	241.05	306.80	_____

Key West Group - Black Fabric

_____	8307	Loveseat.....	407.30	448.05	570.20	_____
_____	8306	Sofa.....	450.95	496.05	631.35	_____
_____	8103	Tub Chair.....	313.25	344.60	438.55	_____

Allegro Group - Blue Fabric

_____	81019	Chair.....	395.55	435.10	553.75	_____
_____	83015	Sofa.....	631.40	694.55	883.95	_____

Tangiers Group - Beige Fabric

_____	810118	Chair.....	319.95	351.95	447.95	_____
_____	830118	Sofa.....	448.30	493.15	627.60	_____

Roma Group - White Vinyl

_____	81020	Chair.....	442.70	486.95	619.80	_____
_____	83016	Sofa.....	678.60	746.45	950.05	_____

CASUAL SEATING

Ottomans

_____	815123	Endless Square - Black Leather.....	231.50	254.65	324.10	_____
_____	815122	Endless Square - White Leather.....	231.50	254.65	324.10	_____
_____	815121	Bench - Black Leather.....	278.45	306.30	389.85	_____
_____	815120	Bench - White Leather.....	278.45	306.30	389.85	_____
_____	81513	Half Round - Black Leather.....	313.25	344.60	438.55	_____
_____	81514	Half Round - White Leather.....	313.25	344.60	438.55	_____

Cubes

_____	81518	Vibe - Blue Vinyl.....	112.50	123.75	157.50	_____
_____	81520	Vibe - Pink Vinyl.....	112.50	123.75	157.50	_____
_____	81519	Vibe - Red Vinyl.....	112.50	123.75	157.50	_____
_____	81517	Vibe - Yellow Vinyl.....	112.50	123.75	157.50	_____
_____	81525	Vibe - Orange Vinyl.....	112.50	123.75	157.50	_____
_____	81511	Leather Cube - White Leather.....	87.15	95.85	122.00	_____
_____	81512	Leather Cube - Black Leather.....	87.15	95.85	122.00	_____
_____	81526	Edge LED Cube - High Density Plastic.....	153.55	168.90	214.95	_____

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING						

Occasional Chairs

_____	8102	Madrid Chair - Black Leather.....	626.45	689.10	877.05	_____
_____	810816	Madrid Chair - White Leather.....	626.45	689.10	877.05	_____
_____	810835	Meeting Chair (Espresso).....	162.25	178.50	227.15	_____
_____	810836	Meeting Chair (Taupe).....	212.85	234.15	298.00	_____
_____	8101	T-vac Chair - Translucent/Chrome	244.40	268.85	342.15	_____
_____	810875	Swanson Chair - White Vinyl.....	196.75	216.45	275.45	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	165.25	181.80	231.35	_____
_____	810838	Fusion Chair Black/White.....	111.65	122.80	156.30	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	89.80	98.80	125.70	_____
_____	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel.....	238.70	262.55	334.20	_____
_____	810837	Razor Armless Chair.....	43.60	47.95	61.05	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	148.00	162.80	207.20	_____
_____	81017	Panton Chair - White Plastic.....	150.30	165.35	210.40	_____
_____	810702	Jetson Chair - Black Vinyl/Black Steel.....	148.00	162.80	207.20	_____
_____	810843	Madden Chair - Light Gray Vinyl.....	331.50	364.65	464.10	_____
_____	810847	Wendy Chair - Clear Acrylic.....	88.30	97.15	123.60	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	84.90	93.40	118.85	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	84.90	93.40	118.85	_____

Conference Chairs

_____	810807	Luxor Executive Chair - Black Leather.....	332.75	366.05	465.85	_____
_____	810874	Labrea Chair - Charcoal Gray Fabric.....	231.00	254.10	323.40	_____
_____	81018	Flex Chair - Black Plastic/Chrome.....	122.75	135.05	171.85	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	251.30	276.45	351.80	_____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	346.50	381.15	485.10	_____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	275.40	302.95	385.55	_____
_____	810844	Pro Executive Chair - White Vinyl.....	204.60	225.05	286.45	_____

Bars & Bar Stools

_____	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs.....	1,096.85	1,206.55	1,535.60	_____
_____	810872	Lift Hydraulic Barstool - Gray Fabric/Chrome.....	N/A	N/A	N/A	_____
_____	810873	Lift Hydraulic Barstool - Red Fabric/Chrome.....	119.10	131.00	166.75	_____
_____	810871	Lift Hydraulic Barstool - Black Fabric/Chrome.....	119.10	131.00	166.75	_____
_____	810870	Lift Hydraulic Barstool - White Fabric/Chrome.....	119.10	131.00	166.75	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	264.90	291.40	370.85	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	149.15	164.05	208.80	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	149.15	164.05	208.80	_____
_____	810815	ICE Barstool - Transparent/Chrome.....	176.75	194.45	247.45	_____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	132.00	145.20	184.80	_____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	206.55	227.20	289.15	_____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	188.20	207.00	263.50	_____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	188.20	207.00	263.50	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	232.00	255.20	324.80	_____
_____	810834	Zoey Barstool - Black Vinyl/Chrome.....	232.00	255.20	324.80	_____
_____	810842	Lift Barstool - Gray Vinyl/Chrome.....	119.10	131.00	166.75	_____

Freeman select furnishings

Take advantage of the Online price
by ordering at www.freemanco.com/store
before JULY 01, 2015

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

TABLES

Occasional End & Cocktail Tables

_____	820846	Mosaic Table (set of 3) - Metal/Wood.....	148.65	163.50	208.10	_____
_____	820844	Aura Round Table - White Metal.....	95.70	105.25	134.00	_____
_____	82056	Candy Table - White Plastic/Black Laminated.....	132.60	145.85	185.65	_____
_____	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	153.55	168.90	214.95	_____
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	200.80	220.90	281.10	_____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	213.40	234.75	298.75	_____
_____	82025	Geo End Table - Glass/Black Steel.....	181.25	199.40	253.75	_____
_____	82035	Geo End Table - Glass/Chrome.....	181.25	199.40	253.75	_____
_____	82024	Geo Table - Glass/Black Steel.....	200.80	220.90	281.10	_____
_____	82034	Geo Table - Glass/Chrome	200.80	220.90	281.10	_____
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	231.75	254.95	324.45	_____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel....	244.40	268.85	342.15	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	187.00	205.70	261.80	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	187.00	205.70	261.80	_____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	226.05	248.65	316.45	_____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	226.05	248.65	316.45	_____

Conference Tables

_____	82060	Nova White Oval Table - White Laminate/Chrome....	453.65	499.00	635.10	_____
_____	82033	Manhattan Table - Glass/Black Steel.....	239.80	263.80	335.70	_____
_____	82041	Geo Conference Table - Glass/Black Steel.....	338.45	372.30	473.85	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	338.45	372.30	473.85	_____
_____	82058	Communal Table 30"H (Maple with Grommets).....	382.05	420.25	534.85	_____
_____	82059	Communal Table 42"H (Maple with Grommets).....	535.55	589.10	749.75	_____
_____	82067	Communal Table 30"H Maple.....	382.05	420.25	534.85	_____
_____	82068	Communal Table 42"H Maple.....	535.55	589.10	749.75	_____
_____	82063	Communal Table 30"H White.....	382.05	420.25	534.85	_____
_____	82066	Communal Table 42"H White.....	535.55	589.10	749.75	_____
_____	820708	42" Round White Conference Table-White Laminate	300.55	330.60	420.75	_____

Computer Desk/Tables

_____	820706	Work Desk - White Powder Coat.....	258.95	284.85	362.55	_____
_____	820707	Merlin Table - Gray Laminate.....	269.35	296.30	377.10	_____

RUSTIQUE COLLECTION

_____	820845	Rustique E Table.....	125.10	137.60	175.15	_____
_____	810841	Rustique Chair with Arms.....	89.80	98.80	125.70	_____
_____	810839	Rustique Barstool.....	89.80	98.80	125.70	_____
_____	820843	Rustique Timber Table.....	107.50	118.25	150.50	_____

select furnishings
FREEMAN

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by ordering at www.freemanco.com/store
before JULY 01, 2015

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

PRODUCT DISPLAYS, TABLET STANDS & MORE

Product Display

_____ 850604	Etagere - Black.....	247.80	272.60	346.90	_____
_____ 850605	Etagere -Silver.....	247.80	272.60	346.90	_____
_____ 85078	Locking Door Pedestal - Black Laminate.....	369.45	406.40	517.25	_____

Refrigerator

_____ 8503001	Refrigerator - White.....	620.65	682.70	868.90	_____
---------------	---------------------------	--------	--------	--------	-------

Lighting

_____ 850707	Mason Table Lamp - White/Brushed Silver.....	123.40	135.75	172.75	_____
_____ 850708	Mason Floor Lamp - White/Brushed Silver.....	183.30	201.65	256.60	_____

Tablet Stand

_____ 850714	Mobile Tablet Stand - White.....	219.75	241.75	307.65	_____
_____ 850715	Mobile Tablet Stand - Black.....	219.75	241.75	307.65	_____

Tablet Stand Accessories

_____ 850711	Brochure Holder - Black.....	21.85	24.05	30.60	_____
_____ 850712	Wireless Printer Holder - Black.....	21.85	24.05	30.60	_____
_____ 850713	Charging Shelf - Black.....	21.85	24.05	30.60	_____

TOTAL COST

_____	+	_____	=	_____
Sub-Total		8% Tax		Total Cost

carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95–100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications

prestige CARPET

Freeman's Prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's Prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



black*



cardinal



charcoal*



cream



gray pearl*



navy*



toast



wedgewood



white*

**Color(s) available in both 28 oz. and 40 oz.*

classic CARPET

custom cut

Freeman Classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

standard cut

Our Classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

questions?

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at www.freemanco.com.

Actual color(s) may vary slightly.

F R E E M A N

FREEMAN

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
freemanatlantaes@freemanco.com



ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JULY 01, 2015

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability. Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

- All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to www.freemanco.com/store

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

- Guaranteed new, high quality carpet available in a variety of designer colors.

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.95	\$	4.35	\$	5.55	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.60	\$	3.95	\$	5.05	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.20	\$	3.50	\$	4.50	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	2.95	\$	3.25	\$	4.15	_____

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

16 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	2.50	\$	2.75	\$	3.50	_____

CLASSIC CARPET - includes delivery, material handling, installation and removal

- Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 155.75	\$ 171.35	\$ 218.05	_____
_____	9' x 20' Classic Carpet	\$ 337.80	\$ 371.60	\$ 472.90	_____
_____	9' x 30' Classic Carpet	\$ 507.10	\$ 557.80	\$ 709.95	_____
_____	9' x 40' Classic Carpet	\$ 674.90	\$ 742.40	\$ 944.85	_____

CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding	\$ 65.50	\$ 72.05	\$ 91.70	_____
_____	9' x 20' Carpet Padding	\$ 131.05	\$ 144.15	\$ 183.45	_____
_____	9' x 30' Carpet Padding	\$ 196.55	\$ 216.20	\$ 275.15	_____
_____	9' x 40' Carpet Padding	\$ 262.10	\$ 288.30	\$ 366.95	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$.73	\$.80	\$ 1.00	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.) (price per sq. ft.)	\$.51	\$.55	\$.70	_____
_____	Plastic Covering (price per sq. ft.)	\$.46	\$.50	\$.65	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST

Sub- Total	+	8% Tax	=	Total Cost
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carpet
FREEMAN

Take advantage of the Online price
by ordering at www.freemanco.com/store
before JULY 01, 2015

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Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
freemanatlantaes@freemanco.com



INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

VACUUMING (per sq. ft. - 100 sq. ft. minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

_____	610100	Booth Vacuuming - One Time42	.60	_____
_____	610200	Booth Vacuuming - 2 Days73	1.00	_____
_____	610300	Booth Vacuuming - 3 Days	1.00	1.40	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

_____	630100	Shampoo Carpet - One Time60	.85	_____
_____	630200	Shampoo Carpet - 2 Days	1.20	1.70	_____
_____	630300	Shampoo Carpet - 3 Days	1.75	2.45	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
--------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq.ft.	83.75	117.25	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	117.25	164.15	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	147.95	207.15	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

_____	+	_____	=	_____
Sub-Total		8 %Tax		Total Cost

FREEMAN cleaning

RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet

Questions? All packages can be customized or modified, depending on your specific requirements.
To speak with an Exhibitor Sales specialist, or for custom components, call the number listed on Quick Facts.
For fast, easy ordering, go to www.freemanco.com

F R E E M A N



Package 3



Package 3 upgraded with graphics and cabinet



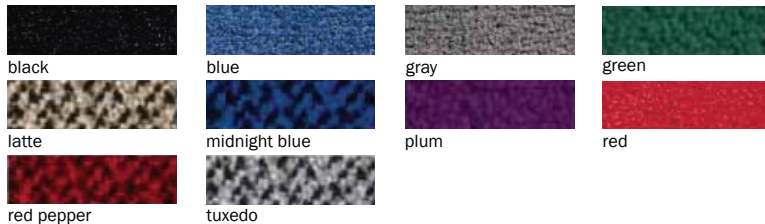
Package 4



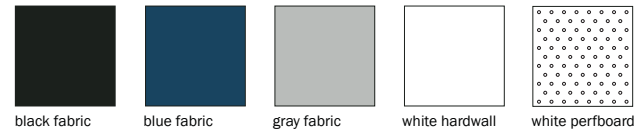
Package 4 upgraded with graphics and cabinet

* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Package 5



Package 5 upgraded with graphics and cabinet



Package 6



Package 6 upgraded with graphics and cabinet

Upgraded Color Options - Prestige Carpet



black*



cardinal



charcoal*



cream



gray pearl*



navy*



toast



wedgewood



white*

*Colors available in both 28 oz. and 40 oz.

Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples visit the link below.

To view additional custom designs



Cabinets & Counters



Colored Panels



www.freemanco.com/customexhibits

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(404) 253-6494 Fax: (469) 621-5610
freemanatlantaes@freemanco.com

AACC
2015 ANNUAL MEETING
& CLINICAL LAB EXPO

DISCOUNT PRICE
DEADLINE DATE
JULY 01, 2015

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(404) 253-6494** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	2,596.90	3,635.65	<input type="checkbox"/> 10' x 20'	5,193.75	7,271.25
Package 2	<input type="checkbox"/> 10' x 10'	1,685.95	2,360.35	<input type="checkbox"/> 10' x 20'	3,371.90	4,720.65
Package 3	<input type="checkbox"/> 10' x 10'	2,194.75	3,072.65	<input type="checkbox"/> 10' x 20'	4,389.60	6,145.45
Package 4	<input type="checkbox"/> 10' x 10'	1,989.90	2,785.85	<input type="checkbox"/> 10' x 20'	3,979.75	5,571.65
Package 5	<input type="checkbox"/> 10' x 10'	1,933.70	2,707.20	<input type="checkbox"/> 10' x 20'	3,867.55	5,414.55
Package 6	<input type="checkbox"/> 10' x 10'	2,022.00	2,830.80	<input type="checkbox"/> 10' x 20'	4,044.00	5,661.60

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type _____

Indicate exactly how you want your company name to appear:

*Unless font type is indicated, Helvetica will be used.

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics
☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST		
Sub-Total	+	8 % Tax
	=	Total Cost

F R E E M A N

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Atlanta, GA 30318
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ACCESSORIES FOR RENTAL UNITS

LIGHTS (use only on rentals) 	SHELVES (use only on rentals) 	CABINETS
GONDOLAS 	RADIUS CABINET (does not have doors) 	LITERATURE POCKETS

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Arm Light	N/A	N/A	___
___	172514	4' Tracklight (3 lights)	315.15	441.20	___
___	17252	Halogen Light	102.30	143.20	___

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	348.95	488.55	___
___	17306	1M x 1/2M x 42" High.....	348.95	488.55	___
___	17308	2M x 1/2M x 36" High.....	560.45	784.65	___
___	17309	2M x 1/2M x 42" High.....	560.45	784.65	___
___	173010	1M Radius x 1/2M x 36" High.	517.90	725.05	___
___	173011	1M Radius x 1/2M x 42" High..	517.90	725.05	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	N/A	N/A	___
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	316.45	443.05	___
___	174542	Double Sided 1M x 4' High..	422.65	591.70	___
___	174581	Single Sided 1M x 8' High...	523.40	732.75	___
___	174582	Double Sided 1M x 8' High..	697.95	977.15	___

SHELVES					
___	17201	1M Straight (37" x 12")	63.45	88.85	___
___	17206	1M Angled (37" x 12")	83.75	117.25	___

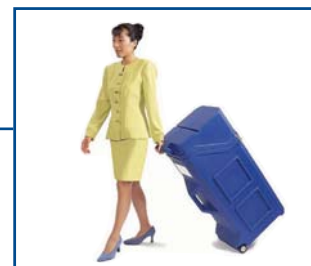
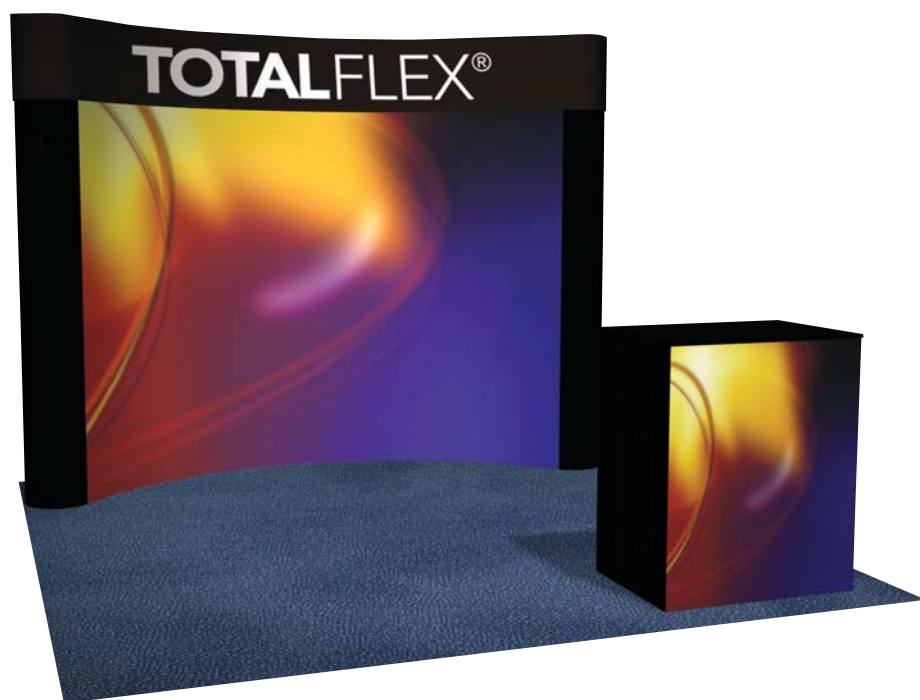
LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature	31.05	43.45	___

TOTAL COST					
___	Sub-Total	+	___	8% Tax	=
___	Total Cost				

Don't see what you need?
Please call an Exhibitor Sales Specialist at (404) 253-6494.

TOTALFLEX®

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.*
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of display system, material handling of display system, Classic Carpet with nightly vacuuming, 200 watt halogen lights (one light for the table top unit, two lights for the floor unit) as well as power and labor to hang them.

floor units

8'w x 8'h Floor Standing Unit

10'w x 8'h Floor Standing Unit

table top units

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

**Graphic design elements are priced separately and not included with exhibit order.*



F R E E M A N

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
freemanatlantaes@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
JULY 01, 2015

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

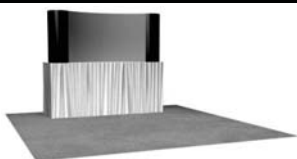
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	969.80	1,357.70	_____	_____
40"H x 8'W	1,131.85	1,584.60	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,205.05	1,687.05	_____	_____
40"H x 8'W	1,366.65	1,913.30	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (select color below)
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

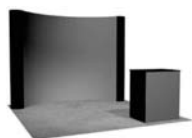
*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,616.10	2,262.55	_____	_____
8'H x 10'W	1,933.70	2,707.20	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,715.75	3,802.05	_____	_____
8'H x 10'W	3,190.50	4,466.70	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	202.40	283.35	_____	_____	286.85	401.60	_____
1715801	1-200 Watt Halogen Light Kit	_____	105.35	147.50	_____	_____	207.45	290.45	_____
1715802	Straight Shelf	_____	82.35	115.30	_____	_____	144.80	202.70	_____
1715803	Angled Shelf	_____	82.35	115.30	_____	_____	144.80	202.70	_____

QUICK TIPS

* If shipping literature or products, material handling rates will apply.

* Order in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will be charged the Standard Price.

PURCHASE UNITS TOTAL COST

Sub-Total + 8% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 8% Tax = Total Cost



digital graphics



creating visual excitement

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest digital graphic reproduction available.

state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

freeman specializes in the digital graphic reproduction and installation of:

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- four-color carpet image printing

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

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COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq.ft.
\$ 16.35 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 24.55 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Foamcore | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> PVC | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Gatorfoam | <input type="checkbox"/> Eco-Board |
| <input type="checkbox"/> Ultra-Board | <input type="checkbox"/> Other |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout _____

Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@	48.95	73.45 =	
7" x 22"	@	50.70	76.05 =	
7" x 44"	@	56.00	84.00 =	
9" x 44"	@	73.95	110.95 =	
11" x 14"	@	52.15	78.25 =	
14" x 22"	@	73.95	110.95 =	
14" x 44"	@	84.00	126.00 =	
22" x 28"	@	83.61	125.50 =	
28" x 44"	@	133.80	200.70 =	
20" x 60"	@	179.75	269.65 =	

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page.

Vertical

Horizontal

Use Your Judgment
For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total + 8 % Tax = Total Cost

Freeman graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (404) 253-6494 for assistance.

UNION JURISDICTIONS

ATLANTA, GA

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various unions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING:

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without the assistance of this Local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site, at the Freeman Service Center.

MATERIAL HANDLING:

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor on the Display Labor Form and the necessary ladders and tools will be provided.

F R E E M A N



installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

if you use Freeman staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

if you supervise yourself

Installation – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

Dismantling – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

questions?

For questions and assistance with labor estimates, call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at www.freemanco.com.

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**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 79.50	\$111.50
Overtime- 5:00 P.M. to 12:00 A.M. Monday through Friday All day Saturday & Sunday	\$ 119.25	\$167.00
Double Time- Midnight to 8:00 A.M. and recognized holidays.....	\$ 159.00	\$222.75

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

- ☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

- ☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Installation						= \$ _____

DISMANTLE LABOR

- ☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
 - The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

- ☐ **Exhibitor Supervised Labor**(Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Dismantle						= \$ _____

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____

Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

- ☐ Standard Ground
- ☐ Expedited

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier: _____
- ☐ Other Air Freight: _____
- ☐ Van Line: _____

FREIGHT CHARGES

- ☐ Prepaid
- ☐ Collect

Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- ☐ Reroute via Freeman's choice
- ☐ Deliver back to Freeman warehouse at Exhibitor's expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

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FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 5:00 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. to 12:00 Midnight Saturday and Sunday

Double Time - 12:00 Midnight to 6:00 A.M. and recognized holidays

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$147.00	\$206.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$190.50	\$266.75
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$233.75	\$327.25
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$185.00	\$259.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$228.50	\$320.00
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$271.75	\$380.50
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$226.25	\$316.75
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$269.75	\$377.75
3040302	Forklift w/operator - up to 30,000 lbs - DT.....	\$313.00	\$438.25
304040	Forklift w/operator - 4-Stage - ST.....	\$174.75	\$244.50
304041	Forklift w/operator - 4-Stage - OT.....	\$218.25	\$305.75
304042	Forklift w/operator - 4-Stage - DT.....	\$261.50	\$366.25
RIGGING LABOR			
3020200	Rigger Foreman - ST.....	\$ 86.50	\$121.25
3020201	Rigger Foreman - OT.....	\$128.75	\$180.25
3020202	Rigger Foreman - DT.....	\$157.75	\$221.00
3020100	Rigger - ST.....	\$ 84.50	\$118.50
3020101	Rigger - OT.....	\$126.75	\$177.50
3020102	Rigger - DT.....	\$169.00	\$236.75

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
							Tax	N/A
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
							Tax	N/A
							Total	

F R E E M A N

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NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

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E-MAIL ADDRESS: _____

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HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

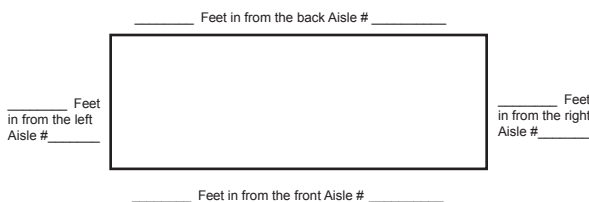
Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

(321288) AACC

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime

5:00 PM to 8:00 AM Monday through Friday and
All Day Saturday, Sunday and Holidays.

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show Site prices will apply to all labor orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime
32' Scissorlift with crew		
Advance Price	\$524.75	\$671.50
Show Site Price	\$734.75	\$940.25
Condor/Boom/Snorkel with crew		
Advance Price	\$524.75	\$671.50
Show Site Price	\$734.75	\$940.25
Additional Crew Assembly Labor (Per person / Per hour)		
Advance Price	\$85.75	\$128.75
Show Site Price	\$120.25	\$180.25

Installation Estimate

Date _____ Start Time _____ Approx. Hrs. _____ Hourly Rate _____ Estimated Total Cost _____
_____ @ _____ = \$ _____

Dismantle Estimate

Date _____ Start Time _____ Approx. Hrs. _____ Hourly Rate _____ Estimated Total Cost _____
_____ @ _____ = \$ _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- _____ Freeman
- _____ Exhibitor Personnel
- _____ Display House

On-Site Supervisor will be: _____

Phone Number: _____

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labor

F R E E M A N

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com



THE FOLLOWING MUST ACCOMPANY YOUR ORDER:

- FREEMAN METHOD OF PAYMENT
- HANGING SIGN LABOR
- STRUCTURAL INTEGRITY STATEMENT

NAME OF SHOW: **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ALL HANGING STRUCTURES OVER 250 LBS. WILL REQUIRE A CHAIN HOIST

CHAIN HOIST			
Description	Qty Ea.	Price	Total
1/4 Ton Chain Hoist (up to 500 lbs.)	_____ @	\$352.70 = \$	_____
1/2 Ton Chain Hoist (up to 1,000 lbs.)	_____ @	\$425.85 = \$	_____
1 Ton Chain Hoist (up to 2,000 lbs.)	_____ @	\$547.50 = \$	_____

Please call for custom quote if ordering more than five chain hoists or rotating motors.

Description	Rate Per Hour
-------------	---------------

FREEMAN SIGN RIGGING SUPERVISION W/ADDITIONAL EQUIPMENT (Per Hour, 1 Hour Minimum)

Rate applies when additional equipment is used (i.e. chain motor, hoist, truss, etc.) - ST.....\$ 85.75

- OT....\$128.75

TRUSS SYSTEMS			
Description	Qty Ft.	Price	Total
12" Silver Box Truss	_____ @	\$18.10 per/ft = \$	_____
12" Black Box Truss	_____ @	\$21.95 per/ft = \$	_____
20.5" Silver Box Truss	_____ @	\$24.35 per/ft = \$	_____
20.5" Black Box Truss	_____ @	\$29.20 per/ft = \$	_____

INSTRUCTIONS

- All rigging must conform with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging services, truss and chain motors.
- Rigging Plots must be submitted in advance by exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, the weight of each point and the booth outline with the surrounding booth numbers for reference.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
- Lighting can be rented from the official audio visual company, Freeman, or may be brought in or rented from other sources, but will incur drayage charges.
- **ELECTRICAL SERVICE** requirements must be ordered in advance from the facility.
- For Lift and overhead rigging crew, use the "Hanging Sign / Ceiling Rigging Labor" order form.

SUPPORTING DOCUMENTS CHECKLIST

Rigging Plot	_____
Structural Integrity Statement	_____
Hanging Signs Order Form	_____
Electrical Order Form	_____

No Material Handling Charges on Chain Hoists and Truss Systems Ordered from Freeman

QUICK TIPS FOR EASY EXHIBITING

- Please remember to sign the required Structural Integrity Statement. Orders received without an Authorized Signature will not be placed until received.
- If you have any questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TOTAL

Subtotal + 8% Tax = \$ Total Cost

F R E E M A N

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com



PLEASE RETURN THIS FORM WITH
YOUR HANGING SIGN / CEILING
RIGGING LABOR ORDER

2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **2015 AACC ANNUAL MEETING & CLINICAL LAB EXPO / JULY 28 - 30, 2015** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **AACC, ASCLS, J. SPARGO & ASSOCIATES, GEORGIA WORLD CONGRESS CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Complete and return form to address listed at the top of this form.

HANGING STRUCTURES AND CEILING RIGGING GUIDELINES

- All ceiling rigging must conform with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging services, truss and chain motors. Freeman will hang all lighting, truss, chain motors, signs, etc.
- All overhead rigging and flown objects must be assembled, installed, removed and disassembled by Freeman. Exhibitors, display company, and/or I&D representatives may supervise only, but will not be allowed to assemble/ disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts without signing the Freeman Liability Waiver. For a copy of the waiver, please contact Freeman and ask to speak with a Sign Rigging Specialist. Please complete the “**Hanging Sign / Rigging Labor**” order form, for labor to assemble / disassemble rigging and flown objects.
- Rigging Plots must be submitted in advance by the exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, and the weight of each point. In addition the plot must show the booth outline with the front aisle for reference.
- Set-up instructions must be provided for signs requiring assembly.
- Hanging anchor points must be pre-fabricated and ready for use. If any hang point supports over 250 lbs., please notify Freeman immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse. This container **MUST** arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign. Please use the enclosed Hanging Sign Advance Warehouse Shipping Labels.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
- Electric signs must be in working order and in accordance with the National Electrical Code.
- **ELECTRICAL SERVICE** requirements for hoists and electric signs must be ordered in advance from the facility.
- Lighting can be rented from the official audio visual company or Freeman. Exhibitors may bring in or rent lighting from other sources, but will incur drayage charges.
- For lift and overhead rigging crew, use the “**Hanging Sign / Rigging Labor**” order form.
- Hanging sign orders placed at show site are subject to equipment availability.

*** Please note: Early Order deadline is July 1, 2015!**



Exhibiting Company Name:		Booth #		
Flat Panel Displays		QTY.	Early Order	Show Rate
Please call for pricing on LED and LCD Video Wall Options			Please call for pricing!	
24" Flat Screen (16:9, HD) with Dell Sound Bar			\$375.00	\$487.50
32" Flat Screen (16:9, HD) with Internal Speakers			\$675.00	\$877.50
42" Flat Screen (16:9, HD) with Internal Speakers			\$795.00	\$1,033.50
46" Flat Screen (16:9, HD) with Internal Speakers			\$990.00	\$1,287.00
55" Flat Screen (16:9, HD) with Internal Speakers			\$1,200.00	\$1,560.00
60" Flat Screen (16:9, HD) with Internal Speakers			\$1,680.00	\$2,184.00
70" Flat Screen (16:9, HD) with Internal Speakers			\$1,800.00	\$2,340.00
80" Flat Screen (16:9, HD) with Internal Speakers			\$2,800.00	\$3,640.00
90" Flat Screen (16:9, HD) with Internal Speakers			\$4,000.00	\$5,200.00
103" Flat Screen (16:9, HD), no speakers			\$7,600.00	\$9,880.00
Mounting Bracket for 32-65" - (Labor for mounting not included)			\$150.00	\$195.00
Single Post Stand - (up to 24" screen, Labor for mounting not included)			\$150.00	\$195.00
Dual Post Stand - (32"-65" Screen, Labor for mounting not included)			\$225.00	\$292.50
Popular Audio Visual Packages		QTY.	Early Order	Show Rate
24" Flat Screen with Speakers (16:9, HD) with Single Post Stand			\$525.00	\$682.50
32" Flat Screen with Speakers (16:9, HD) with Dual Post Stand			\$900.00	\$1,170.00
42" Flat Screen with Speakers (16:9, HD) with Dual Post Stand			\$1,020.00	\$1,326.00
46" Flat Screen with Speakers (16:9, HD) with Dual Post Stand			\$1,215.00	\$1,579.50
Touch Screen and SMART Displays		QTY.	Early Order	Show Rate
32" Touchscreen			\$800.00	\$1,040.00
46" Touchscreen			\$1,300.00	\$1,690.00
65" Touchscreen			Please call for pricing!	
SMART Monitors			Please call for pricing!	
Computing		QTY.	Early Order	Show Rate
Desktop Computer with Monitor (3.2 GHz or faster)			\$275.00	\$357.50
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)			\$325.00	\$422.50
All-in-One PC (HP TouchSmart)			\$500.00	\$650.00
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)			\$300.00	\$390.00
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)			\$450.00	\$585.00
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)			\$550.00	\$715.00
Additional Audio Visual Equipment		QTY.	Early Order	Show Rate
Specialty Lighting Options			Please call for pricing!	
DVD player with Auto Repeat			\$120.00	\$156.00
Blu-ray DVD Player with auto repeat			\$150.00	\$195.00
Small High Performance PA System (2 speakers, 1 Mixer/Amp)			\$330.00	\$429.00
Wireless Microphone			\$240.00	\$312.00
Quoted Additional Equipment		QTY.	Early Order	Show Rate
Daily rate subject to a 30% increase when ordering equipment after July 1, 2015.				
Contact Your Freeman Representative		Total Your Order		
Mimi Ton Mimi.Ton@Freemanco.com Phone: 214-333-1817 Fax: 469-621-5610 Online at www.freemanco.com		Equipment Sub-Total:		
		* 28% Handling Charge (\$130.00 Min):		
		State Sales Tax (8%):		
		Total Charge:		
Don't see what you are looking for? Please call to discuss the options!		* Handling Charge Includes delivery, installation, dismantle and on-site tech support. 28% of equipment sub-total for orders under \$3000 (\$130 Minimum).		

Please Fill in All Information Below Before Submitting Your Order!

Your Name:		
Booth Number:		
Exhibiting Company Name:		
Third Party (if applicable):		
Company Address:		
City:	State:	Zip Code:
Phone:	Fax:	
Email:		
Signature:		
<i>A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the booth structure and set-up.</i>		
On Site Contact Person:		Cell Phone:
Payment Information		
Method of Payment (choose one):		
<input type="checkbox"/> Master Card	<input type="checkbox"/> Check (in US Funds)	
<input type="checkbox"/> Visa	<input type="checkbox"/> Bank Transfer (please call for details)	
<input type="checkbox"/> American Express	<input type="checkbox"/> Key Account	
Credit Card Number:		
Expiration Date:		
Card Holder Name (Please Print):		
Signature:		

*** For your convenience, we will use your authorization to charge your credit card account for your advanced and on site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*** All payments must be made in advance in US funds*

**Cancellation Policy: Any cancellation must be received within 7 days of show open to avoid being charged one day's rate.
 Cancellations after delivery will result in a day's charge and labor incurred.**

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

Welcome

to the Georgia World Congress Center, Atlanta's world-renowned convention center.



Our dedicated and experienced staff is eager to assist you in every way to guarantee the success of your event. Please visit the GWCC exhibitor services page at <http://www.gwcc.com> and click on **1** the green Exhibitors tab for useful tools to assist you in planning your upcoming event with us.



2 The menu on the left provides links for facility information including Levy Restaurants catering menus and ordering form, CCLD Networks IT Services pricing, FedEx Office information, plus more. Additionally, you'll find detailed building policies & procedures, sponsorship opportunities and information about the City of Atlanta on this same menu.

Ready to order your utility services?

Take advantage of discounted rates and order your services online at least 21 days prior to the events first move-in day. Just click on [the Order Service Online link](#) at the center of the exhibitors service page and locate the show your are exhibiting at. Next, we'll guide you through a two-step process to set up an account. Once you have created your account, you can order services from the following list:

3

- Electrical Services
- Plumbing Services
- Cable TV Services
- Engineering Labor
- Internet & Telecommunications

Upload your booth diagram with utility service locations clearly labeled. Next, follow the prompts for completing payment through our secure system. You will receive an email confirmation for all orders placed. Use your log-in e-mail address and password to place additional orders as necessary.

Questions?

Please contact the GWCC Engineering Services Department at **404.223.4800**
Monday - Friday, 8:30am - 5:00pm.



Georgia World Congress Center
285 Andrew Young International Blvd
Atlanta, GA 30313
Engineering Department: 404-223-4800

Event: **American Association of Clinical Chemistry**

Event dates: _____

Standard Rates will be applied to all mailed orders

Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING when ordering online: www.gwcc.com

Booth No. _____	Company Name _____
Telephone No. (____) _____	Fax No. (____) _____
Email: _____	
Address _____	City _____ State _____ Zip Code _____
Contact Name _____	Signature _____

ELECTRICAL					
120 Volt 1 Phase (single outlet)	Standard Rate	Qty	Overhead 50%	add 24 Hour Service add 50%	Total
5 AMPS	\$157				
10 AMPS	\$208				
15 AMPS	\$238				
20 AMPS	\$275				
208 Volt 1 Phase (single outlet)	Standard Rate	Qty	Overhead 50%	add 24 Hour Service add 50%	Total
20 AMPS	\$331				
30 AMPS	\$430				
40 AMPS	\$529				
50 AMPS	\$661				
60 AMPS	\$827				
80 AMPS	\$1,026				
100 AMPS	\$1,290				
150 AMPS	\$1,985				
200 AMPS	\$2,646				
208 Volt 3 Phase (No Receptacles; Direct tie-in)	Standard Rate	Qty	Overhead 50%	add 24 Hour Service add 50%	Total
20 AMPS	\$562				
30 AMPS	\$761				
40 AMPS	\$959				
50 AMPS	\$1,091				
60 AMPS	\$1,324				
80 AMPS	\$1,787				
100 AMPS	\$2,184				
150 AMPS	\$3,440				
200 AMPS	\$4,234				
300 AMPS	\$6,076				
400 AMPS	\$7,441				
480 Volt 3 Phase (No Receptacle; Direct tie-in)	Standard Rate	Qty	Overhead 50%	add 24 Hour Service	Total
20 AMPS	\$1,126				
30 AMPS	\$1,588				
40 AMPS	\$1,985				
50 AMPS	\$2,316				
60 AMPS	\$2,672				
80 AMPS	\$3,970				
100 AMPS	\$4,410				
150 AMPS	\$6,212				
200 AMPS	\$8,599				
300 AMPS	\$13,230				
400 AMPS	\$17,861				

SPECIAL SERVICES				
Item Name	Description	Rate	Qty	Total
Stanchion	2 flood lights attached to a pole with weighted base	\$114 ea		
Stem Lights	Light attached to flexible neck (c-clamp)	\$72 ea		
Par 64	1000 watt can light installed in the ceiling	\$316 ea		
Single Extension Cord	25-50 ft single receptacle extension cord	\$19 ea		
Quad Extension	4 Outlet receptacle box	\$24 ea		
Multi-outlet	Receptacle adapter	\$10 ea		
Distribution Panel	100A-200A Panel	\$250 ea		
Transformers	Call for Quote			

****Additional on-site labor charges may apply.**

ELECTRICAL LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	Total Labor
	\$75.00	

NOTES:

*** All 208v service or higher require a minimum of 1hr of labor.**

**A minimum of 1hr labor will be applied
for all services routed beyond the back of the booth.**

***Please see pg. 2 for "Important Conditions & Regulations".**

TOTAL for THIS ORDER=

**POWER WILL BE PLACED IN THE
REAR OF THE BOOTH, UNLESS
OTHERWISE DESIGNATED.**

*** Power for Larger Scaled booths will not be
installed without a booth diagram
SUBMIT DIAGRAM
INCLUDING BOOTH ORIENTATION**

For Congress Center Use Only

Adjusted Total: \$ _____
Paid in Advance: \$ _____
Paid on Show Site: \$ _____
Balance/Credit: \$ _____

(Payment Received by)

Notes or Special Instructions:

Payments made via Wire Transfers:

Name: Wells Fargo Bank
191 Peachtree St.
Atlanta, GA 30313
Routing Number: 121000248
Acct # : 2000070123287
Chips ID 0407
Swift ID WFBUS6S
Type of Account: Checking

Payments made via Check:

Payable to : GWCCA
285 Andrew Young
Int'L Blvd. NW
Atlanta, GA 30313

Please reference event name and
booth number.

SPECIAL REQUIREMENTS

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE and TRANSFORMERS ARE AVAILABLE - PRICES UPON REQUEST

IMPORTANT CONDITIONS AND REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES - Orders must be submitted online at least 21 calendar days prior to the FIRST DAY OF SHOW OPENING.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show opening date.**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Rates quoted cover routing of service to the rear of the booth in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to service rate.
14. All equipment shall be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
15. Electrical power for lights and displays will be turned on daily 1-hour prior to show opening time and off at show closing time. 24 hour power may be ordered for services that require continuous electrical service (ex. Refrigerators, Programmable Machinery, etc.).

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404.223.4800

PAYMENT AUTHORIZATION FORM



Georgia World Congress Center

285 Andrew Young International Blvd.

Atlanta, GA 30313

Engineering Department

Telephone: (404) 223-4800 Fax: (404) 223-4813

EMAIL: engorders@gwcc.com

American Association of Clinical Chemistry

Discounted rates available 21 calendar days prior to the

FIRST DAY OF SHOW OPENING when ordering online:

www.gwcc.com

Please complete the information requested below and return this form with your orders. You may choose to pay by check (payable to the Georgia World Congress Center), credit card, or bank wire transfer. We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this authorization to charge your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution

The following information must be included on the bank copy of the wire transfer confirmation:

✓ **Name of Event You Are Attending**

✓ **Exhibiting Company Name**

✓ **Booth Number**

✓ **Banking Institution Information:**

Bank Name: Wachovia Bank

Address: 191 Peachtree Street
Atlanta, GA 30303

Please call for the following information:

Routing # Account #

Account Type Swift Code

CREDIT CARD INFORMATION

Type of Card: ☐ AmEx ☐ M/C ☐ VISA ☐ Discover Card ☐ Diners Club

Credit Card #:

EXPIRATION DATE:

Billing Address:

City, ST, Zip:

Name as it appears on card:

Authorized Signature:

EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME:

BOOTH NUMBER:

COMPANY ADDRESS: () -

CITY/STATE/ZIP: () -

CONTACT NAME: EMAIL:



Event Name: _____ Booth #/Location: _____

Company Name: _____ Event Date(s): _____

Street Address: _____ City: _____ State: _____ Postal Code: _____

Contact Name: _____ Telephone #: _____ Email Address: _____

PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

☐ Check Enclosed ☐ Money Order Enclosed ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: _____ Expiration Date: _____ Security Code: _____

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: _____ Date: _____ Name as it appears on credit card: _____

Incentive Rates Apply to Orders Received (with payment) by the deadline date of Wednesday July 1st, 2015.
ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	\$ 265	\$ 305			
Dedicated Telephone Line (Telco Line, no dial 9)	\$ 475	\$ 475			
Multi-Line Handset Rental (12-button)	\$ 250	\$ 300	\$ 300		
Voicemail Box	\$ 50	\$ 65			
Extensions	\$ 50	\$ 65			
Polycom Conference Phone	\$ 250	\$ 300	\$ 300		
Plain Paper Fax Machine Rental	\$ 175	\$ 200			
ISDN (CCLD Circuit, Customer Provided ISP)	\$ 875	\$ 875			
Dry Pair	\$ 225	\$ 225			

Please choose level of phone service below. Note: LOCAL Dialing will be provided unless specified.

- ☐ LOCAL Dialing: Allows ONLY Local, Credit Card (0+) dialing, and Toll Free Calls (COS 6)
- ☐ LONG DISTANCE Dialing: Allows Local, Direct Dial Long Distance (1+area code), Credit Card (0+) dialing and Toll Free Calls (COS 1)
- ☐ INTERNATIONAL Dialing: Includes Standard Dialing options plus International (011+) Dialing (COS 20)

Please total services at the bottom of this order form.

A credit card must be supplied with this order for long distance service to be provided. A \$0.75 surcharge per call will be charged on all Toll Free (1-800), Directory Assisted and Credit Card Calls. Long Distance charges will be billed within 30 days of move-out and charged to your credit card.

Incentive Rates Apply to Orders Received (with payment) by the deadline date of Wednesday July 1st, 2015.
ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.

INTERNET & NETWORK SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
High-Speed Internet Connection with 1 IP Address	\$ 1195	\$ 1445			
Additional Hardwired Device/IP Address	\$ 145	\$ 190			
16-Port Hub Rental (10/100 Base-T)	\$ 150	\$ 175			
8-Port Firewall Rental (Includes Configuration)	\$ 495	\$ 525	\$ 300		
25-Foot CAT-5 Patch Cables	\$ 65	\$ 65			
50-Foot CAT-5 Patch Cables	\$ 90	\$ 90			
100-Foot CAT-5 Patch Cables	\$ 150	\$ 150			
Floor Labor Rate, Booth Cabling, etc. (per hour)	\$ 65	\$ 65			
Network Engineering Rate (per hour)	\$ 125	\$ 125			

Dedicated bandwidth options are available for high bandwidth applications such as webcasting, streaming media, etc. Please call 404-222-5500 for pricing and to discuss your requirements.

Please note: Each device connected to the CCLD Show Network must have an approved CCLD IP Address. The use of any DHCP, NAT, or PAT technologies must have prior approval of the CCLD Network Services Department. Any unapproved proxy servers, firewalls, wireless access points or routers will be subject to service disconnection. If you have special networking needs, please contact a customer service representative at 404-222-5500.

CCLD will provide 10/100 Base-T switched Ethernet connections with an RJ-45 connector. Any computers to be used on the CCLD Show Network must be equipped with a Network Interface Card (NIC) and the appropriate drivers.

Subtotal (Telecommunications + Internet Services):

Add 20% Expedite Fee for On-Site Orders:

8% Sales Tax:

Total:

Exhibit Floor Internet Connections originate overhead. Please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a \$300.00 Relocation Charge.

TERMS AND CONDITIONS

1. **Lease of Equipment.** CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
 - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
 - (b) Personal checks will be accepted with Advance Rate requests only.
 - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
 - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
 - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycorn Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
 - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the CCLD Service Desk.**
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of CCLD.** At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
 - (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
 - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
 - (c) **In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
 - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
 - (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity.** CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.

BOOTH CATERING

New for the 2015 AACC Annual Meeting & Clinical Lab Expo is the ability for exhibitors to now order catering for their booth during exhibit hours. If you would like to order catering for your booth please see the catering menu below provided by Levy Restaurants, the exclusive food service provider of the Georgia World Congress Center.

If you are ordering food service as a traffic driver for your booth, AACC will require you to also order Porter Service through Freeman, please [click here](#) to access the ordering form for Porter Service.



BOOTH CATERING MENU -
Modified
IMPRESS IN THE
HEART OF **ATLANTA**
GEORGIA WORLD CONGRESS CENTER



Levy Restaurants



FULL CATERING MENU

BREAKFAST

Made-to-Order Mornings	BR1
Breakfast Sandwiches by the Dozen	BR1
Breaks and Snacks	BR2

LUNCH

Build Your Own Market Fresh Lunch	L1
Lunch Chef's Table	L1

RECEPTIONS

Reception Tables	R1-R2
Dessert	R3

BEVERAGES

Beverages	B1-B4
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EXHIBITOR FAVORITES

Exhibitor Favorites	E1
Levy Signature Traffic Promoters	E2
Exhibitor Order Form	E3

YOU'RE INVITED

To take a seat at our family table, where over 30 years of culinary and hospitality experience come together with heart and commitment. We've built our reputation on offering world-class service in showcase locations. From the meeting room to the show floor, your occasion is our passion.

You're invited to enjoy this moment.



LEVY RESTAURANTS WELCOMES YOU TO THE GEORGIA WORLD CONGRESS CENTER!

FREQUENTLY ASKED QUESTIONS

Please take a moment to review our policies and procedures.

CAN I BRING MY OWN FOOD AND BEVERAGE INTO THE GEORGIA WORLD CONGRESS CENTER?

Levy Restaurants is the exclusive provider of all food and beverage for the Georgia World Congress Center. All food and beverage items on-site must be purchased through Levy Restaurants.

HOW DO I PLACE MY ORDER FOR FOOD AND BEVERAGE AND KNOW THAT MY ORDER IS CONFIRMED?

All food and beverage orders may be placed by fax, email, or in person on-site. Your order is confirmed when you receive your Catering Agreement and Banquet Event Orders (BEOs) via email. These documents must be signed and returned to Levy Restaurants with full payment before services are performed. If you do not receive your Catering Agreement or your BEOs within 5 business days of your event, please contact your Catering Sales Manager.

ARE PRICES QUOTED IN US DOLLARS? ARE THERE ANY ADDITIONAL CHARGES/FEES?

Prices quoted are in US Dollars. All services are subject to 21% service charge and 8% sales tax. The service charge is taxable. Prices are subject to change without notice.

WHAT FORMS OF PAYMENT DO YOU ACCEPT?

Levy Restaurants requires 100% payment no later than (14) days prior to the event. For orders placed after that time, payment is due immediately. Company checks and wire transfers are not accepted for orders placed within (14) days of the event. All other orders must be paid by a major credit card (Visa, MasterCard, American Express, Discover, Diners Club). A major credit card must be on file for any orders or replenishments requested during the show.

CAN I INCREASE OR DECREASE MY ORDER ON-SITE?

Increases may be made on-site based on availability of product and additional fees/ upcharges may apply. Unfortunately, decreases are not allowed within 5 business days of the event and we are not able to offer credit for any leftover products.

WHAT IF I HAVE TO CANCEL MY ORDER? WILL I STILL BE CHARGED?

Full cancellation of an order must be made 5 business days prior to the delivery date or full charges will incur. Cancellation of special order items is not permitted once the order has been placed.

AM I ALLOWED TO GIVE OUT SAMPLES OF A FOOD OR BEVERAGE ITEM?

Exhibitors with booths in the trade show exhibit hall may give away sample portions of a product only if they manufacture, produce, or distribute it. All samples must be related to the nature of the show. Written authorization is required from Levy Restaurants and size restrictions apply. Please contact your Catering Sales Manager for more details.

WILL YOU PROVIDE PLATES, CUPS, NAPKINS, ETC.? WHAT ABOUT TABLES, TRASHCANS AND OTHER SET UP NEEDS?

All exhibitor booth services include disposable ware (plates, cups, etc.), napkins and appropriate condiments. All cold beverages include ice. Exhibitors must provide adequate space, all electrical needs, tables, chairs and trash removal for booth services.

WHAT TIME WILL YOU DELIVER MY ITEMS TO ME? DO I HAVE TO BE AT MY BOOTH?

We will drop off your service at your booth at the date and time you request. Please note that you may receive your service up to 30 minutes early based on the current number of delivery requests. A representative of your company must be present to sign for the delivery. If you are not at your booth at your scheduled delivery time, we will leave a note for you to contact us when you are ready.

A \$25 re-delivery fee per trip will apply. Please allow up to (2) hours once a call is made for re-delivery of orders.

CAN I SERVE ALCOHOL AT MY BOOTH? DO I NEED A BARTENDER?

Show Management must permit alcohol to be served during your event. Please check your Exhibitor Kit for any restrictions. For all events with alcohol service, a Certified Levy Restaurants Bartender is required. Alcohol cannot be brought into or removed from the Georgia World Congress Center. We reserve the right to refuse service to intoxicated or underage persons. Proper proof of age will be required for service of alcoholic beverages. Minimum charges may apply to your service. A state liquor tax of 3% will be added post-event to any cocktails that are served (does not apply to beer and wine). Please contact your Catering Sales Manager for details.

Thank you and we look forward to your event!

GEORGIA WORLD CONGRESS CENTER

285 Andrew Young International Blvd. NW
Atlanta, GA 30313-1591
404-223-4500



Levy Restaurants



MADE-TO-ORDER MORNINGS

Start your day off right with our traditional continental breakfast and add your favorites for a custom dining experience!

CONTINENTAL BREAKFAST

TRADITIONAL CONTINENTAL BREAKFAST (MINIMUM OF 20 GUESTS)

Orange and cranberry juices, sweet butter and fresh fruit preserves, breakfast breads and muffin tops, an assortment of seasonal fruits and berries, coffee and an assortment of hot teas

14.95 PER PERSON

SCONES

Cranberry-orange, blueberry, spiced apple and vanilla flavored with whipped butter and preserves

48.00 PER DOZEN

MUFFIN TOPS

Fruit, low-fat and whole grain muffin

38.00 PER DOZEN

MINI BREAKFAST PASTRIES

Danish, muffins and croissants with whipped butter and preserves

38.00 PER DOZEN

LEVY BAKERY FRUIT-FILLED GRANOLA BARS

48.00 PER DOZEN

ASSORTED BISCOTTI

38.00 PER DOZEN

INDIVIDUAL LOW-FAT FRUIT YOGURTS

38.00 PER DOZEN

BREAKFAST SANDWICHES BY THE DOZEN

**Choose one type per dozen*

- Bacon with Cheddar cheese and scrambled eggs on a buttery croissant
- Hickory-smoked ham, Swiss cheese and egg on a mini pretzel roll
- Turkey sausage with Cheddar cheese and farm fresh eggs on a warm buttermilk biscuit

108.00 PER DOZEN

BR1

BREAKS AND SNACKS

Suggested serving size is 1 pound per 15 guests

TORTILLA CHIPS

Served with salsa cruda and guacamole

50.00 PER POUND

POTATO CHIPS AND GOURMET DIPS

Kettle-style potato chips served with roasted garlic Parmesan, French onion and blue cheese dips

46.00 PER POUND

SNACK MIX

18.00 PER POUND

A SELECTION OF ENERGY BARS

48.00 PER DOZEN

PEANUTS

Dry-roasted or honey-roasted

15.00 PER POUND

DELUXE MIXED NUTS

20.00 PER POUND

MARKET WHOLE FRUIT

The best of the season! Apples, bananas and local seasonal picks

28.00 PER DOZEN

TRAIL MIX (INDIVIDUAL SIZE)

42.00 PER DOZEN

INDIVIDUAL BAGS OF CHIPS AND SNACKS (ASSORTED)

30.00 PER DOZEN

LUNCH

BUILD YOUR OWN MARKET FRESH LUNCH

Let your guests pick their favorites! Select from the following options.

All lunches include PC condiments and disposable ware.

**Minimum of 100.00 or 10 lunches per order required*

SALADS

- Italian Chop Salad 10.00 EACH
- Chinese Chicken Salad 10.00 EACH
- Spinach and Arugula with Roasted Fennel 8.00 EACH

SANDWICHES

- Smoked Turkey on Wheat Bread – bacon, tomato, lettuce and herb aioli 12.00 EACH
- Roast Sirloin of Beef on Focaccia – tomatoes, sweet onion jam and Boursin cheese 12.00 EACH
- Grilled Chicken on Focaccia – spinach, herb aioli and Provolone cheese 12.00 EACH
- Ham and Swiss on Pretzel Bread 12.00 EACH
- “ZLT” Flatbread Sandwich – grilled zucchini, tomatoes, jalapeño Jack cheese and sun-dried tomato pesto 10.00 EACH

SIDES

- Pasta Salad
- Kettle-Style Potato Chips
- Pommery Mustard and Bacon Potato Salad
- Southern Coleslaw

ALL SIDES ARE 3.50 EACH

SWEETS

- Fresh Baked Chocolate Chip Cookie
- Fruit Salad
- Whoopie Pie

ALL DESSERTS ARE 3.25 EACH

LUNCH CHEF’S TABLE

Drop-off service – no Chef Attendant. Minimum of 20 guests per selection.

All Chef’s Tables include disposable ware. Beverages are not included.

GEORGIA BARBECUE

Chopped barbecue pork with sesame buns, spiced roasted corn, dill pickles, sweet pickles, potato chips and hot sauce

24.00 PER PERSON

ITALIAN PASTA BAR

Spaghetti, fettuccine, ground beef, plum tomato basil sauce and alfredo sauce with Caesar salad, fresh baked garlic bread and butter

24.00 PER PERSON

SOUTHERN DELIGHT

Meatloaf with tomato glaze, Southern-style potato salad, cucumber salad and cornbread with clover honey

24.00 PER PERSON

MEXICAN FIESTA

Chicken quesadillas with salsa and sour cream, Mexican red rice, field greens with honey chipotle dressing and jalapeño Cheddar cornbread with honey butter

24.00 PER PERSON

RECEPTION TABLES

A minimum of 50 pieces is required per selection.

RECEPTION TABLES

FARMER'S MARKET TABLE

Chef's selection of local cheeses with fruit chutneys, local honey, crackers and farmer's market crudités with a variety of dips. Accompanied by fresh baked artisan breads and flavored olive oil

195.00 (SERVES APPROXIMATELY 25 PEOPLE)

FRESH FRUIT

An elaborate display of seasonal local and tropical fresh fruits and berries served with strawberry yogurt dip, mint-lime syrup and brown sugar crème fraîche

187.50 (SERVES APPROXIMATELY 25 PEOPLE)

GARDEN FRESH VEGETABLE BASKET

Chef's colorful selection of the freshest market vegetables served with buttermilk ranch dip, traditional hummus, fresh basil pesto, crackers and breadsticks

325.00 (SERVES APPROXIMATELY 50 PEOPLE)

ANTIPASTI

Imported cured meats, cheeses, local seasonal vegetables, marinated olives and warm spinach and artichoke fondue. Served with a variety of flatbreads, crostini and breadsticks

225.00 (SERVES APPROXIMATELY 25 PEOPLE)

NACHO AND SALSA BAR

Zesty beef chili, spicy queso sauce, crispy corn tortilla chips and our house salsa verde, pico de gallo, salsa rojo and habañero salsa. Served with sour cream, jalapeños and signature hot sauces

175.00 (SERVES APPROXIMATELY 25 PEOPLE)

MEATBALL BAR

A selection of our handcrafted meatballs served with a basket of fresh rolls to soak up the sauce!

- Chicken Meatball – green chile verde sauce
- Thai Pork Meatball – ginger-soy barbecue sauce
- Italian Beef Meatball – marinara sauce

250.00 (SERVES APPROXIMATELY 40 PEOPLE)

MAC-N-CHEESE MADNESS TABLE

Classic comfort food kicked up a notch!

SELECT
THREE

- Buffalo Chicken – Jack and blue cheese
- Smoked Pork, Green Chile and Cheddar
- Cheetos-Crusted – Great for kids of all ages!
- Chorizo and Jack Cheese – tortilla crust
- White Cheese Mac – spinach and artichokes
- Smoked Cheddar – barbecue potato chip crust

275.00 (SERVES APPROXIMATELY 40 PEOPLE)

EXTREME LOADED MINI DOGS

A smaller version of our specialty that's perfect for sampling our culinary twist on a ballpark favorite

SELECT
THREE

- Deli Dog – sauerkraut and Thousand Island dressing
- Picnic Dog – beans, barbecue sauce and all the fixings
- Thai Dog – daikon radish, cucumber, cilantro, red onion and sweet Thai chili sauce
- Frito Pie Dog – chili, cheese and Fritos
- Kimchi Dog – savory vegetable kimchi
- Mac-n-Cheese Dog – gooey macaroni and cheese topped with Fritos
- Taco Dog – all your favorite taco toppings on a dog
- Buffalo Dog – Buffalo wing sauce and blue cheese slaw

275.00 (SERVES APPROXIMATELY 40 PEOPLE)

MINIMUM OF 50 PIECES PER SELECTION UNLESS OTHERWISE NOTED

RETRO MINIS

Classic favorites!

- Beef Wellington Bites – horseradish cream 4.00 PER PIECE
- Housemade Corned Beef Reuben – Gruyère cheese and Louie dressing 4.00 PER PIECE
- Chicken Cordon Bleu – pit ham and blue cheese sauce 4.00 PER PIECE

Retro Sampler 10.75 INCLUDES ONE OF EACH

SUMPTUOUS SATAYS

- Ginger Chicken – sweet chili sauce 3.75 PER PIECE
- Sizzling Short Rib – Thai peanut sauce 4.00 PER PIECE
- Coconut Curry Chicken – mango chutney 3.75 PER PIECE
- Basil-Garlic Shrimp – chili-lime mint sauce 5.00 PER PIECE

Satay Sampler 15.50 INCLUDES ONE OF EACH

MINI ALL-BEEF BURGERS

- Tavern-Style Classic – American cheese and our secret sauce 5.00 PER PIECE
- Firehouse Burger – bacon and barbecue sauce 5.00 PER PIECE
- Gourmet Burger – truffle aioli and Gruyère cheese 5.00 PER PIECE

Mini Burger Sampler 14.75 INCLUDES ONE OF EACH (25 PERSON MINIMUM)

GLUTEN-FREE RECEPTION

- Chicken Wing Sampler – garlic Parmesan, classic Buffalo and honey-mustard served with an assortment of dipping sauces
- Philly Cheesesteak Nachos – shaved ribeye with onions and bell peppers, Monterey Jack sauce and corn tortilla chips with giardiniera
- BLT Martini – crisp romaine, tomato, shredded Cheddar, bacon and buttermilk ranch dressing in a martini glass
- Fresh Vegetable Crudités – ranch and chili-lime crema dips

25.95 PER PERSON (25 PERSON MINIMUM)

DESSERT

GOURMET BROWNIES

Iced espresso, chocolate chunk, turtle and fudge

48.00 PER DOZEN

BAKED COOKIES

Chocolate chunk, oatmeal raisin and peanut butter

34.00 PER DOZEN

COOKIE AND BROWNIE SAMPLER

Chocolate chunk, peanut butter and oatmeal cookies with triple chocolate fudge brownies

40.00 PER DOZEN

GOURMET DESSERT BARS

Raspberry, blueberry, lemon and nut-filled bars

48.00 PER DOZEN

CHOCOLATE COVERED STRAWBERRIES

60.00 PER DOZEN

RICE KRISPY TREATS

Classic, chocolate and peanut butter

30.00 PER DOZEN

THE CUPCAKE BAR

A variety of flavors including lemon meringue, red velvet, chocolate peanut butter cup, jelly roll, double chocolate and vanilla bean served with ice-cold milk

48.00 PER DOZEN

TRADITIONAL SHEET CAKE WITH CUSTOM LOGO

100.00 PER HALF SHEET (serves 40-45 guests)

200.00 PER WHOLE SHEET (serves 75-90 guests)

BEVERAGES

Suggested serving size is 1 gallon per 12-15 guests

COFFEE AND TEA

Fresh brewed coffee and an assortment of hot and flavored teas

49.00 PER GALLON, PER SELECTION

FRESH BREWED ICED TEA BAR

Assorted green and fruit flavored teas served with fresh cut lemons and simple syrup

49.00 PER GALLON, PER SELECTION

FRESH LEMONADE BAR

Fresh lemonade blended with your favorite flavors of strawberry, watermelon and lemon-basil

49.00 PER GALLON, PER SELECTION

HOT CHOCOLATE

A candy bar in a cup! Delicious warm chocolate with fresh whipped cream, chocolate sprinkles, delightful mini marshmallows, flavored syrups and all the fixings!

45.00 PER GALLON

WATER COOLER RENTAL*

Includes water cooler, one 5 gallon water jug and paper cups

200.00 PER SHOW

Exhibitor is responsible for power for cooler

**Power Requirements: 110V/20amps*

SPRING WATER JUG (5 GALLONS)

Includes paper cups

25.00 EACH

CUBED ICE

20 pound bag

20.00 EACH

ASSORTED SOFT DRINKS (12 OZ.)

Coke, Diet Coke, Sprite

84.00 PER CASE (24 PER CASE)

DASANI BOTTLED WATER (10 OZ.)

84.00 PER CASE (24 PER CASE)

MINUTE MAID ASSORTED JUICES (10 OZ.)

Apple, Orange and Cranberry

42.00 PER DOZEN

PERRIER SPARKLING WATER (12 OZ.)

96.00 PER CASE (24 PER CASE)

ACQUA PANNA SPARKLING WATER (1 LITER)

120.00 PER CASE (12 PER CASE)

ENERGY DRINKS

Powerade, Red Bull

132.00 PER CASE, PER SELECTION (24 PER CASE)

BAR AND ALCOHOL SERVICES

Bar service includes portable bar, disposable cups, napkins, garnishes and ice.

BAR SELECTIONS

HOSTED DELUXE BAR

COCKTAILS

Featuring Ketel One, Bombay Sapphire, Johnnie Walker Black, Maker's Mark, Bacardi 8, Crown Royal, Sauza Hornitos Reposado, Remy Martin VS, Martini & Rossi Dry and Sweet Vermouth 7.50 PER DRINK

WINE BY THE GLASS

- Sonoma-Cutrer Chardonnay 7.00 PER DRINK
- Geyser Peak Cabernet Sauvignon 7.00 PER DRINK
- Red Rock Merlot 7.00 PER DRINK
- Beringer White Zinfandel 7.00 PER DRINK

SPARKLING

Woodbridge Brut 7.00 PER DRINK

BEER

Imported Beer 6.50 EACH
Domestic Beer 5.50 EACH

NON-ALCOHOLIC

Bottled Water 3.50 EACH
Soft Drinks 3.50 EACH
Juices 3.50 EACH

HOSTED PREMIUM BAR

COCKTAILS

Featuring Smirnoff, Beefeater, Dewar's, Jim Beam, Bacardi Silver, Canadian Club, Jose Cuervo Gold, Christian Bros. Brandy, Martini & Rossi Dry and Sweet Vermouth 6.50 PER DRINK

WINE BY THE GLASS

Featuring Woodbridge by Robert Mondavi Chardonnay, Cabernet Sauvignon, Merlot and White Zinfandel 6.50 PER DRINK

SPARKLING

Woodbridge Brut 7.00 PER DRINK

BEER

Imported Beer 6.50 EACH
Domestic Beer 5.50 EACH

NON-ALCOHOLIC

Bottled Water 3.50 EACH
Soft Drinks 3.50 EACH
Juices 3.50 EACH

A 750.00 minimum per bar is required. There is an additional charge of 200.00 per bartender for four hours of service. (60.00 per hour per bartender after 4 hours)

SPECIALTY BARS AND BEVERAGES

Add one of these beverages to your existing bar or make it the main event!

MARTINI BAR

The new spin on a classic!

Icy cold Ketel One Vodka or Bombay Sapphire, served with a bevy of garnish. Also available are the Ultimate Cosmopolitan, Apple Martini and the Lemon Drop 12.00 EACH

BLOODY MARY BAR

A fabulous starting point!

Classic Smirnoff or Ketel One Vodka, zesty bloody mary mix and a smorgasbord of garnishes including celery, pepperoncini, cheeses, sausage and a variety of special sauces 10.00 EACH

MOJITO BAR

The rising star of the cocktail world!

Aromatic Bacardi Rum, fresh mint, zesty lime and cane sugar blended to Caribbean delight! 14.00 EACH

JALAPEÑO MARGARITA

The kick of a margarita with the zip of jalapeño. Go way south of the border 11.00 EACH

FRENCH HEAVEN

Blissful blends of Grey Goose Pear Vodka, St. Germain Liqueur and a hint of lemon sour. Oui! 12.00 EACH

VODKA LEMONADE WITH A TWIST

A blast of summer

Crisp Smirnoff Vodka, refreshing lemonade and Chambord 12.00 EACH

BUBBLES AND BERRIES

A salute to a great glass

Riesling-marinated raspberries, blueberries and blackberries with a special lift of Champagne 13.00 EACH

SANGRIA

Red wine, brandy and sweet vermouth with fresh citrus fruit, berries, juice and soda 12.00 EACH

CRAFT AND MICROBREW BEERS

- Blue Moon Belgian-Style Wheat Ale
- Sweetwater
- Leinenkugel Summer Shandy (Available seasonally)

6.50 EACH

À LA CARTE

All beverages include cups, ice, napkins, and wine opener (if applicable).

DOMESTIC BEER

Budweiser, Miller, Coors

132.00 PER CASE

IMPORTED BEER

Heineken, Corona

156.00 PER CASE

HOUSE WINE

Woodbridge by Robert Mondavi Chardonnay, Cabernet Sauvignon,
Merlot and White Zinfandel

39.00 PER BOTTLE

BUBBLY

Perrier-Jouët Fleur de Champagne, Epernay, France 525.00

Mumm Napa 'Brut Prestige,' Napa 55.00

Korbel Brut, California 39.00

Zonin Prosecco, Italy 32.00

Alcohol is not permitted at all shows or may only be permitted during certain hours - please refer to your show's Exhibitor Kit for any restrictions before placing your order.

EXHIBITOR FAVORITES

DELUXE ESPRESSO AND CAPPUCCINO CART*

Nostalgic copper and brass machine on an umbrella cart displayed in your booth.
Includes Attendant to serve your guests 300 (8 oz) cups of beverage 1,400.00 PER DAY

COUNTER TOP - DELUXE ESPRESSO AND CAPPUCCINO MACHINE*

Tabletop version of machine. Includes Attendant to serve your guests 300 (8 oz) cups of beverage 1,400.00 PER DAY PLUS \$200 one time installation fee

Additional cups of beverage available for 3.00 per cup

**Power Requirements: 208V/20amps – Provided by client*

ADD FLAVOR SYRUP FOR YOUR ENTIRE EVENT (VANILLA, HAZELNUT OR CARAMEL)

ADD .25 PER CUP OF BEVERAGE

ADD MOCHA LATTES FOR YOUR ENTIRE EVENT

ADD .25 PER CUP OF BEVERAGE

SMOOTHIE CART*

Fresh made-to-order smoothie treat! Includes Attendant to serve your guests
300 (8 oz) cups
Client may choose two flavors per day (Choice of: strawberry, strawberry-banana, mango and peach)
1,300.00 PER DAY

**Power Requirements: 110V/20amps – Provided by client*

ICE CREAM FREEZER AND NOVELTIES*

Indulge in delicious frozen treats any time of day! Includes freezer rental and 120 ice cream novelties (a variety of
fruit bars, frozen yogurt bars and ice cream sandwiches) 400.00 PER DAY

**Power Requirements: 110volt/20amps – Provided by client*

*Additional ice cream novelties available for 36.00 per dozen (minimum 3 dozen)
Assorted Gourmet Ice Cream Bars to include Häagen-Dazs or Dove Bars 48.00 per dozen (minimum 3 dozen)*

FRESH SQUEEZED LEMONADE*

Price includes napkins and 250 (6 oz) cups
850.00 PER DAY (INCLUDES ATTENDANT)

Additional cups available for 3.25 each

**Power Requirements: (1) 110volt/20amps – Provided by client*

LEVY SIGNATURE TRAFFIC PROMOTERS

Levy Signature Traffic Promoters are prepared fresh in your booth and include one (1) Chef at no additional charge. All packages are based on two (2) hours of service.

CAMPFIRE S'MORES PACKAGE

On-stage roasted marshmallow sandwich with milk chocolate and graham crackers

300.00 (INCLUDES 50 SERVINGS)

FRESH BAKED COOKIES PACKAGE*

Baked on-stage from our signature and proprietary oven, served warm.

Choice of: chocolate chip, oatmeal, peanut butter or snickerdoodle

850.00 (INCLUDES 240 2 OZ. COOKIES)

**Power Requirements: (1) 110volt/20amps*

GOURMET DONUTS AND KEURIG COFFEE*

Eight dozen full-sized hand-dipped donuts to include apple cider, spiced fruit, lemon chiffon and strawberry shortcake.

Paired with 96 assorted cups of regular, decaf, and flavored Keurig K-cups

475.00

**Power Requirements: (1) 110volt/20amps – Provided by client*



EXHIBITOR SERVICES ORDER FORM AND SERVICE AGREEMENT

COMPANY (INCLUDE BOOTH NAME IF DIFFERENT)	MAIN CONTACT	
BILLING ADDRESS		
CITY	STATE, COUNTRY	ZIP CODE
PHONE NUMBER	FAX NUMBER	E-MAIL
EVENT/TRADESHOW	ROOM/BOOTH NUMBER	FACILITY/HALL
ON SITE AUTHORIZED CONTACT/CONTACT NUMBER	# OF EXPECTED GUESTS	

DAY/ DATE	REQUESTED DELIVERY TIME/END TIME (Contact must be present)	ITEM DESCRIPTION	QUANTITY	PRICE

(Please use additional sheet if needed)

INSTRUCTIONS:

1. PLEASE contact our office if you do not receive your catering agreement, banquet orders, and balance due within 14 days of placing your order; receipt of these forms CONFIRMS your order has been placed.
2. Full payment must be received 14 business days prior to the start of services (checks and/or wire transfers must be received 14 days prior); all replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to this credit card.
3. Additions/Increases for the next day must be requested by 3 pm the previous day. Cancellations require a 5 business day notice or full charges will be incurred; special order items may be reduced; however you will still incur all charges.
4. Actual service delivery time may range from one hour prior to thirty minutes after your requested delivery time.
5. 21% Service Charge, 8% Sales Tax, and 3% City Liquor Tax (where applicable) will be added to total.
6. If food/beverage order is less than \$50.00 per delivery, a \$50.00 delivery fee will be charged.
7. If purchasing alcoholic beverages, the undersigned agrees to comply with all applicable laws regarding the use, sale, serving or other disposition of such alcoholic beverages. Accordingly, the undersigned agrees to indemnify and forever hold harmless Levy Restaurants and the GWCCA from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from the undersigned use, sale, serving or other disposition of such alcoholic beverages.

Please let this letter serve as my formal written authorization and approval for you to charge the below described credit card for any and all charges and costs related to food services at the Georgia World Congress Center. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before the event and any additional charges incurred during the event.

CREDIT CARD INFORMATION

Card Type: ☐ Visa ☐ MC ☐ Amex ☐ Discover

Other Payment Options: ☐ Check ☐ Wire Transfer (must be received 10 business days before first show day)

Name as appears on card: _____

Credit card number: _____ Expiration date: _____ Security Code: _____

Signature of cardholder: _____

MAIL, FAX, OR SCAN TO: **LEVY RESTAURANTS** 285 Andrew Young International Blvd., NW, Atlanta, GA 30313-1591
Ph: 404-223-4500 Fax: 404-2234511 E-mail: food_services@levyrestaurants.gwcc.com

E3

CATERING AGREEMENT

We are pleased that you have chosen to hold your event with us. You hereby agree to be bound by the policies and rules that pertain to your event's location and the terms and conditions in this Catering Agreement, as follows:

1. PARTIES

For the purposes of the Agreement, "Client" means:

Legal Name: _____

For the purposes of the Agreement, "we" or "us" means:

Legal Name: _____

Food Service Management by MGR, LLC
By: Levy Premium Foodservice Limited
Partnership, an Illinois Limited Partnership

Address: _____

Address: _____

285 Andrew Young International Blvd.,
NW

Atlanta, GA 30313-1591

Contact: _____

Contact: _____

Phone: _____

Phone: _____

404-223-4500

Fax: _____

404-223-4511

2. **RESERVATION.** Client hereby agrees to be bound by this Catering Agreement and all attached and/or subsequent Banquet Event Order forms (the "BEOs"). This Catering Agreement and the BEOs shall hereinafter be collectively referred to as the "Agreement." For Client's event (the "Event"), Client hereby agrees that Client has reserved the location ("Location") for certain dates and times, all as specified on the BEOs.
3. **SERVICES.** We will provide Client with the food and beverage services and other items as described on the BEO. To the extent that it becomes necessary for us to enter into agreements with third parties for Client's Event, Client hereby: (a) appoints us to be Client's agent to execute such agreements, (b) agrees to pay the fees and applicable taxes and (c) agrees to be responsible for the obligations contained in such agreements.
4. **GUARANTEE.** The estimated charges and costs for the Event are set forth in the Agreement (the "Event Price"). Client must notify us of the guaranteed number of people attending the Event at least three (3) full business days prior to the Event for functions of 1,000 guests or less, and at least five (5) full business days prior to the Event for functions of more than 1,000 guests (the "Guarantee"). Holidays and Weekends are not included as business days. Client agrees that if the actual number of guests that attend the Event deviates from the Guarantee by more than twenty percent (20%), Client will be subject to an additional charge as determined by Levy Restaurants. Client agrees that there will be no reduction in the Event Price if less than the Guarantee attend the Event. Notwithstanding the foregoing, Levy Restaurants will prepare the Event for five percent (5%) over the Guarantee, but not to exceed 30 persons, which overage shall be at Client's cost and expense if Client pre-sets or utilizes any of this 5% overage.
5. **NON-REFUNDABLE DEPOSIT.** We will not commence service without the receipt a NON-REFUNDABLE DEPOSIT in the amount of seventy five percent (75%) of the estimated Event Price at least sixty (60) full calendar days prior to the Event, and the remaining twenty five percent (25%) of the estimated Event Price at least fourteen (14) full calendar days prior to the Event (collectively, the "Deposit"). Outstanding Event Price balances shall be paid within thirty (30) full calendar days of the Event provided billing privileges have been previously approved in writing through the General Manager's office. Client understands that we will suffer substantial harm if Client cancels the Event. Accordingly, the Deposit will be in all cases NON-REFUNDABLE and deemed to be liquidated damages to compensate us for the loss due to Client's cancellation. No interest will be payable to Client on the Deposit.
6. **CANCELLATION FEE.** Client understands that we will suffer substantial harm if Client cancels Client's Event. According, if Client cancels the Event within 120 days of the Event, Client shall be required to pay a Cancellation Fee in the following manner:
- | Number of Days Prior to Event That Client Cancels | Applicable Cancellation Fee |
|---|-------------------------------|
| 0-30 days | 100% of estimated Event Price |
| 31-60 days | 75% of estimated Event Price |
| 61-90 days | 50% of estimated Event Price |
| 91-120 days | 25% of estimated Event Price |
7. **MENU.** All menu selections must be made at least thirty (30) days prior to the Event.
8. **OUTSIDE FOOD AND BEVERAGE.** No food or beverages of any kind may be brought into or removed from the Location by either Client or Client's guests without our prior written approval.
9. **CONDUCT OF EVENT.** Client agrees to conduct the Event in a manner that is appropriate for the Location and in full compliance with all applicable laws, codes, rules and regulations having jurisdiction over the Location.
10. **RESPONSIBLE ALCOHOL SERVICE.** We shall only serve alcoholic beverages to individuals who are at least twenty one (21) years of age and will check identification of Client and any of Client's guests that appear to be under thirty (30) years of age. If we believe, in our sole discretion, that Client or any of Client's guests are intoxicated, we shall be permitted, in our sole discretion, to discontinue or limit alcohol service at the Event, and to request that Client and/or any of its guests leave the Location, all without any refund of the Event Price.
11. **DISPLAYS/SIGNS.** All displays and signage must be approved by the Location's authorized representatives.

12. **BAR CHARGES.** The Event Price may be partially based on certain estimated bar charges (the "Estimated Bar Charges"). At the end of the Event, we will notify Client of the actual amount of bar charges. If Estimated Bar Charges exceeds the actual bar charges, we shall credit the difference to Client within thirty (30) days. If, however, the actual bar charges exceeds the Estimated Bar Charges, Client shall pay the difference to us at the conclusion of the Event.
13. **SPECIAL LABOR AND SPECIAL ITEMS.** The Event Price is based on the times indicated on the BEOs. Additional service time will necessitate additional labor, which will be applied to the Event Price. The costs associated with any special labor hired by us and the costs for any special smallwares, tables, chairs, decorative elements, linen or equipment rented by us at Client's request, shall all be charged to Client as part of the Event Price and will be noted on the BEOs.
14. **TAXES.** Client agrees to pay applicable taxes on all sales and services rendered in connection with the Event.
15. **SERVICE CHARGE.** Please note that all food, beverage, and related items are subject to a service charge. This service charge is not a tip or gratuity. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.
16. **CREDIT INFORMATION.** Client agrees to provide us with all information that we deem necessary to assure Client's creditworthiness with respect to Client's payment of the Event Price. The credit information shall include an executed form that authorizes the payment of the Event Price on Client's credit card.
17. **INTEREST/COSTS.** Interest will accrue daily and be payable on all amounts which have been due and owing to us at the rate of eighteen percent (18%) per annum. Client agrees to reimburse us for all costs and expenses we incur, including, but not limited to, attorneys' fees and court costs, in enforcing the provisions of this Agreement.
18. **DAMAGE TO LOCATION.** Client agrees that Client will be responsible for all injuries to persons, damages to the Location and adjacent areas and the loss of, or damage to, our equipment or property, caused by Client or Client's guests at the Event. We will notify Client of any such damage or loss, and the costs related thereto. Client shall pay all such amounts to us within ten (10) days after such notification. In no event shall we be liable for such damages recited herein, except to the extent caused by our sole gross negligence.
19. **PERFORMANCE.** If, for any reason beyond our reasonable control, including, but not limited to, strikes, labor disputes, accidents, unavailability of the Location, food scarcity due to external forces, government requisitions, acts of war or acts of God, we are unable to perform our obligations under this Agreement, such non-performance is excused and we may terminate this Agreement without further liability of any nature, upon the return of the Deposit within thirty (30) days. In no event will we be liable for any damages including, but not limited to, indirect, punitive or consequential damages of any nature, for any reason, whatsoever.
20. **DISPUTES.** All disputes or complaints relating to our services under this Agreement must be submitted in writing within seven (7) days after the Event. Client's failure to notify us of any dispute or complaint, as detailed herein, shall constitute a waiver. This Agreement shall be governed by, construed under and interpreted and enforced in accordance with the laws of the state in which the Location is situated. Furthermore, the parties consent that the courts located in the county and state in which the Location is situated shall have exclusive jurisdiction over all legal proceedings of any nature, brought by either party, to enforce any right or obligation under this Agreement.
21. **COUNTERPARTS.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.
22. **AUTHORITY.** The parties hereto represent that they each have full authority to enter into this Agreement.
23. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties and may only be modified or amended by a written instrument signed by both parties.

CLIENT:

Legal Name:

Food Service Management by MGR, LLC
By: Levy Premium Foodservice Limited
Partnership, an Illinois Limited Partnership

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

PAYMENT AUTHORIZATION FORM



Georgia World Congress Center

285 Andrew Young International Blvd.

Atlanta, GA 30313

Engineering Department

Telephone: (404) 223-4800 Fax: (404) 223-4813

EMAIL: engorders@gwcc.com

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Please complete the information requested below and return this form with your orders. You may choose to pay by check (payable to the Georgia World Congress Center), credit card, or bank wire transfer. We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this authorization to charge your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution

The following information must be included on the bank copy of the wire transfer confirmation:

✓ **Name of Event You Are Attending**

✓ **Exhibiting Company Name**

✓ **Booth Number**

✓ **Banking Institution Information:**

Bank Name: Wachovia Bank

Address: 191 Peachtree Street
Atlanta, GA 30303

Please call for the following information:

Routing # Account #

Account Type Swift Code

CREDIT CARD INFORMATION

Type of Card: ☐ AmEx ☐ M/C ☐ VISA ☐ Discover Card ☐ Diners Club

Credit Card #:

EXPIRATION DATE:

Billing Address:

City, ST, Zip:

Name as it appears on card:

Authorized Signature:

EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME:

BOOTH NUMBER:

COMPANY ADDRESS: () -

CITY/STATE/ZIP: () -

CONTACT NAME: EMAIL:

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Convert badge IDs collected on third party devices into complete leads post-show.



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X•Press Connect App - the App on YOUR phone or tablet		\$ 345	\$ 395	\$ 465	
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X•Press Connect Plus - the App on OUR handheld wireless device		\$ 440	\$ 490	\$ 560	
Additional X•Press Connect App Licenses - with any lead retrieval solution		\$ 130	\$ 130	\$ 130	

EXTRAS					
Bluetooth Printer - one per lead retrieval solution		\$ 80	\$ 105	\$ 130	
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Data Conversion		\$ 550	\$ 550	\$ 550	
Event API Integration		\$ 1000	\$ 1000	\$ 1000	

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Thank you for your order.



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- 1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds.
Checks will not be accepted as payment at the show site.
- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.
ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE.
- 4) Onsite orders are based on unit availability. **NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITH-IN 30 DAYS OF THE SHOW OPENING DATES.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X•Press Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to upgrade your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 6b below).

Customer acknowledges and understands that the applicable replacement cost is as follows:

Connect Plus Device	\$1,000
Connect Plus Power Cord	\$ 75
Bluetooth Printer	\$1,000
Bluetooth Adapter	\$ 250
Barcode Scanner	\$1,000
- 6a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.
- 6b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device. Customer must report loss or damage to CONTRACTOR's Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.
- 7) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 8) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 9) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 10) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 11) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 12) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 13) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.

ACTIVATE
THE FUTURE

2015 ANNUAL MEETING
& CLINICAL LAB EXPO

JULY 26-30, 2015 • ATLANTA, GEORGIA

AACC

How to Complete the Commercial Invoice

Please reference the sample Commercial Invoice & Packing List included.

- (A) **Shipper:**
Enter your company name and shipping address.
- (B) **Consignee:**
Enter your company name, booth number and information as shown.
- (C) **Tax ID #:**
Your Company EIN or Federal Tax ID number.
- (D) **Case #:**
Indicate piece number, for example Box 1 of 4.
- (E) **Dimensions:**
Note the dimensions of each piece in inches.
- (F) **Weight:**
Estimate the weight of each piece in kilos or pounds.
- (G) **Description of Goods:**
Indicate the contents of each box. In the case of computers or other electronic equipment, indicate the Serial No: and any other pertinent licensing information on the back of the product. (see CI example Case #4)
- (H) **Country of Manufacturing:**
Indicate the country where the goods were manufactured.
- (I) **Quantity:**
Indicate the quantity of each item in the case.
- (J) **Total Value:**
Indicate the total value of the items in each case in US Dollars. The value indicated should be the fair market value of the goods based on age and relation to the value of similar products.
- (K) **Remarks:**
Indicate a "P" if the goods will remain in US at the close of the event.
Indicate a "T" if the goods will be returning to origin at the close of the event.



Toll Free 800-255-5584 ~ International 619-668-1565

info@eaxww.com * * * www.eaxww.com

COMMERCIAL INVOICE & PACKING LIST

(A)

Shipper:

(C)

TAX ID #:



(B)

Consignee:

Booth:

Company:

Event: AACC Clinical Annual Conference

c/o EAX Worldwide, LLC Georgia World Congress Center

285 Andrew Young International Blvd Nw, Atlanta, GA 30313

Phone: 619-668-1565 Fax: 619-668-9078

CASE # (D)	DIMENSIONS (E)	WEIGHT (F)	DESCRIPTION OF GOODS (G)	COUNTRY (H)	QUANTITY (I)	TOTAL VALUE (J)	REMARKS (K)	
	L X W X H Indicate cm or inches	Indicate kilos or pounds	Include Serial, Model, and FC Number Textiles, include detail fabric and/or if knit or woven	OF MANUFACTURING			P	T
1	48 x 48 x 48 inches	275 lbs.	Booth panels, graphics and hardware	USA	3	\$600.00		X
2	12 x 12 x 12 inches	45 lbs.	Literature	USA	300	\$25.00	X	
3	24 x 24 x 24 inches	50 lbs.	Logo'd Rubber Stress Balls	USA	200	\$75.00	X	
4	25 x 15 x 7	20 lbs	Toshiba Laptop	CHINA	1	\$350.00		X
			Satelite L505-S6946					
			Serial No: 79260675Q					
			FCC CAN: 001-320421 Z218					
			"This class B digital apparatus complies with					
			Canadian ICES-003"					

REMARKS

P = Permanent Entry

T = Temporary Entry

\$1,050.00 USD

Authorized Signature of Shipper/Agent:

 Your Signature

Date:

 Ship Date



EAX Worldwide is the Official Domestic Airfreight forwarder for AACC Clinical Lab Expo. EAX Worldwide will pre-print all of your shipping documents, labels and coordinate Domestic Logistics and U.S. Customs Logistics as required. In addition, our representative(s) will be on-site to assist you with your transportation needs.

For a no-obligation quote, simply complete the following form and fax it to 619.668.9078. You can also receive an online **Quick Quote**

[CLICK HERE.](#)

Name

Company Name

City, State, Zip of Origin

Estimated Weight

Email

Phone

Fax

Please provide me with a quotation for the following service level:

Economy

2nd Day

Overnight



Official Carrier / Airfreight Forwarder

800.255.5584 Toll Free ~ 619.668.1560 (Main) ~ info@eaxww.com ~ www.eaxww.com

ACTIVATE
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2015 ANNUAL MEETING
& CLINICAL LAB EXPO

JULY 26-30, 2015 • ATLANTA, GEORGIA

AACC

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Enter your company name and shipping address.
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Enter your company name, booth number and information as shown.
- (C) **Tax ID #:**
Your Company EIN or Federal Tax ID number.
- (D) **Case #:**
Indicate piece number, for example Box 1 of 4.
- (E) **Dimensions:**
Note the dimensions of each piece in inches.
- (F) **Weight:**
Estimate the weight of each piece in kilos or pounds.
- (G) **Description of Goods:**
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Indicate the country where the goods were manufactured.
- (I) **Quantity:**
Indicate the quantity of each item in the case.
- (J) **Total Value:**
Indicate the total value of the items in each case in US Dollars. The value indicated should be the fair market value of the goods based on age and relation to the value of similar products.
- (K) **Remarks:**
Indicate a "P" if the goods will remain in US at the close of the event.
Indicate a "T" if the goods will be returning to origin at the close of the event.



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COMMERCIAL INVOICE & PACKING LIST

(A)

Shipper:

(C) TAX ID #:



(B)

Consignee:

Booth:

Company:

Event: AACC Clinical Annual Conference

c/o EAX Worldwide, LLC Georgia World Congress Center

285 Andrew Young International Blvd Nw, Atlanta, GA 30313

Phone: 619-668-1565 Fax: 619-668-9078

CASE # (D)	DIMENSIONS (E)	WEIGHT (F)	DESCRIPTION OF GOODS (G)	COUNTRY (H)	QUANTITY (I)	TOTAL VALUE (J)	REMARKS (K)	
	L X W X H Indicate cm or inches	Indicate kilos or pounds	Include Serial, Model, and FC Number Textiles, include detail fabric and/or if knit or woven	OF MANUFACTURING			P	T
1	48 x 48 x 48 inches	275 lbs.	Booth panels, graphics and hardware	USA	3	\$600.00		X
2	12 x 12 x 12 inches	45 lbs.	Literature	USA	300	\$25.00	X	
3	24 x 24 x 24 inches	50 lbs.	Logo'd Rubber Stress Balls	USA	200	\$75.00	X	
4	25 x 15 x 7	20 lbs	Toshiba Laptop	CHINA	1	\$350.00		X
			Satelite L505-S6946					
			Serial No: 79260675Q					
			FCC CAN: 001-320421 Z218					
			"This class B digital apparatus complies with					
			Canadian ICES-003"					

REMARKS

P = Permanent Entry

T = Temporary Entry

\$1,050.00 USD

Authorized Signature of Shipper/Agent:

Your Signature

Date:

Ship Date



EAX Worldwide is the International airfreight forwarder & Customs Broker for AACC Clinical Lab Expo. **EAX Worldwide** will pre-print all of your shipping documents, labels and coordinate Domestic Logistics and U.S. Customs Logistics as required. In addition, our representative(s) will be on-site to assist you with your transportation needs.

For a no-obligation quote, simply complete the following form and fax it to 619.668.9078. You can also receive a **Quick Quote**.

[**CLICK HERE.**](#)

Name

Company Name

City, State, Zip, Country
of Origin

Estimated Weight

Email

Phone

Fax

Please provide me with a quotation for the following service level:

Economy

Express

Customs
Logistics



Official Show Carrier / International Customs Broker
800.255.5584 Toll Free ~ 619.668.1565 ~ www.eaxww.com

COMMERCIAL INVOICE & PACKING LIST

Shipper:**Consignee:****TAX ID#:**

www.eaxww.com ~ info@eaxww.com
619.668.1565 ~ 619.668.9078

[illegible]

REMARKS

T = Temporary Entry
P = Permanent Entry
G = Give Away Items

GRAND TOTAL:

USD

Authorized Signature of Shipper/Agent:

Date:

Page _____ of _____

**FOR OVER 18 YEARS MAYFLOWER TRANSIT HAS BEEN AN
OFFICIAL VAN LINE CARRIER FOR
THE ANNUAL AACC MEETING!**

*AS YOU PREPARE FOR THE UPCOMING MEETING, WE WOULD LIKE TO
OFFER OUR SERVICES IN ARRANGING YOUR EXHIBIT SHIPMENT TO
AND FROM THE MEETING. WE OFFER THE FOLLOWING:*

- ❖ ON-SITE REPRESENTATION DURING MOVE IN, EVENT DAYS AND MOVE OUT
- ❖ PREPRINTED LABELS AND BILLS OF LADING DELIVERED TO YOUR BOOTH
- ❖ OVER 8000 TRUCKS TO HANDLE ALL YOUR EXHIBIT SHIPPING NEEDS
- ❖ DRIVERS WHO ARE FAMILIAR WITH EVERY MAJOR CONVENTION CENTER, MARSHALLING YARDS, TARGET DATES AND EACH DRIVER HAS A CELL PHONE FOR IMMEDIATE CONTACT IF NEEDED
- ❖ ABILITY TO HANDLE SMALL SHIPMENTS TO MULTIPLE TRUCKLOADS
- ❖ ALL AIR-RIDE EQUIPMENT TRUCKS FOR A SAFE TRANSIT OF YOUR DELICATE EQUIPMENT AND MATERIALS
- ❖ LOGISTICS IN TRUCK ALLOW FOR SECURING OF YOUR EQUIPMENT IN TRUCKS AS WELL AS PADS FOR THOSE ITEMS NEEDING PADWRAPPING
- ❖ TRUCKS EQUIPPED WITH LIFTGATES FOR GROUND DELIVERIES
- ❖ ABILITY TO HANDLE THE LAST MILE DELIVERY OF EQUIPMENT AND MATERIALS TO YOUR END USER, INCLUDING INSIDE DELIVERY, UNPACKING AND DEBRIS REMOVAL
- ❖ ALL MATERIALS HAVE \$5.00 PER POUND VALUATION INCLUDED IN THE PRICING WITH ADDITIONAL COVERAGE AVAILABLE AS NEEDED
- ❖ OVER 1200 WAREHOUSES NATIONWIDE TO ASSIST WITH STORING OF EQUIPMENT AND MATERIALS AS NEEDED



If you would like a quote on shipping, please contact:

Frank Watson III – FWatson@charvan.com
Christopher Easlick – CJEaslick@charvan.com
or call 800-438-5734



BOOTH SECURITY ORDER FORM



Please direct inquiries and orders regarding this service to:

RA CONSULTING
2700 N. Main Street, Suite 1070
Santa Ana, CA 92705
TEL +1. 714. 543. 3131 FAX +1. 714. 543. 3232
Email: orders@raconsulting.us

COMPANY INFORMATION:

Company Name: _____ Booth Number: _____
Contact Name: _____ Location: _____
Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
On Site Contact (Name and Cell #) _____

RATES:

Unarmed Officers:

\$35 per hour; applied to all orders *received by July 3, 2015*

\$40 per hour; applied to all orders *received after July 3, 2015 and through July 10, 2015*

\$45 per hour; applied to all orders *received after July 10, 2015*

Police Officers:

\$95 Per hour; applied to all orders (Please inquire for Availability of Service)

Note: Please indicate whether or not the guard should be relieved by Company Representative:

☐ Yes

☐ No

COVERAGE REQUESTED: (Please indicate DAYS, DATES and TIMES of coverage)

Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____

Total Hours: _____

Applied Rate: \$ _____

Total Cost: \$ _____

Add 5% Service Charge for Credit Card Orders: \$ _____

Total Paid With Order: \$ _____

PAYMENT METHOD:**FULL PAYMENT MUST BE RECEIVED PRIOR TO ACCEPTANCE OF ORDER****Choose Payment Option:**☐ Check☐ VISA☐ MC☐ Amex**If paying by credit card please check:**☐ Company Card☐ Personal Card

Card Holder Name: _____

E-Mail: _____

Address: _____

Phone: _____

City: _____

State: _____

Zip: _____

Card #: _____

Exp. Date: _____

Security Code: _____

Signature: _____

I authorize RA CONSULTING to charge my credit card account for the amount stated on Page 1.

Note:

Should the actual cost exceeds the estimated amount; Please indicate whether you would like RA Consulting to charge the amount due at the end of the event to the same card:

☐ Yes☐ No**INVOICING INFORMATION:**

Please indicate who should receive the final invoice, and check which method to utilize for delivery:

Contact Name: _____

☐ E-Mail: _____☐ Phone: _____☐ Fax: _____**TERMS AND CONDITIONS:**

- Full payment must be received prior to processing any booth order.
- RA Consulting recognizes a four-hour minimum shift for all unarmed officers, and a six hour minimum for all police officers.
- All orders received on site will be handled on a case by case basis depending on officer availability
- Client shall protect, indemnify, and hold harmless RA Consulting and its officers, agents, employees, and subcontractors from and against any and all loss to property and/or personal injuries, not due to the negligence of RA Consulting, or its subcontractors, agents, servants, or employees. It is expressly understood and agreed that under no circumstances will RA Consulting be responsible for the theft or other loss of Client's property not directly attributable to theft or loss by RA Consulting, its agents, servants, or subcontractors.
- RA Consulting shall not be liable for any damages sustained from delay or non-performance due to events beyond the reasonable control of the parties including without limitation, acts of God, disaster, government regulation, terrorist actions, strikes or other labor disputes, weather, earthquakes, fires, floods, war, riots, civil disorder, failure of power or utilities, government acts.

OFFICE USE ONLY:

Order Received on: _____

Client Confirmed on: _____

CC Original Charge

Charged on: _____

Approval code: _____

CC Final Charge

Charged on: _____

Approval code: _____

Check Process

Deposited on: _____

Check Number: _____

Order submitted to Manager on: _____

Manager Name: _____

RA Consulting thanks you for your business

SPECIAL ACCESS AUTHORIZATION

Exhibiting companies who wish to conduct meetings with attendees, photography, and other special functions in their booth(s) during non-show hours must notify Show Management in advance.

General Info:

Official Show Hours		Demo Time Options
Tuesday, July 28	9:30 AM – 5:00 PM	<input type="checkbox"/> Tuesday, July 28 5:30 PM – 7:00 PM
		<input type="checkbox"/> Wednesday, July 29 7:15 AM – 8:00 AM
Wednesday, July 29	9:30 AM – 5:00 PM	<input type="checkbox"/> Wednesday, July 29 5:30 PM – 7:00 PM
		<input type="checkbox"/> Thursday, July 30 7:15 AM – 8:00 AM
Thursday, July 30	9:30 AM – 1:00 PM	<i>please check the time slot you would like for your demo</i>

Exhibitor Info:

Company Name:		Date:	
Contact Name:		Cell #:	
Second Contact:		Cell :#	
Booth Number:		Number of Attendees:	
Comments:			

Reason:

<input type="checkbox"/> Private Demo	<input type="checkbox"/> Function
<input type="checkbox"/> Photo	<input type="checkbox"/> Set-up
<input type="checkbox"/> Technical	<input type="checkbox"/> Other

Estimated Time:

Start Time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Finish Time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM

PROCEDURES:

- Once your event/meeting is approved, a confirmation will be sent to you along with instructions as to where to enter/exit the Exhibit Hall. This will be the only location from which your guests will be allowed to enter or exit the exhibit hall at any time before or after official show hours. You may pick-up the security wrist bands at the Exposition Operations Managers office, your attendees will need to wear the security wrist ban in order to access to the exhibit hall.
- Total number of guests must be provided for all meeting/events. Guest totals must be received by Friday, July 17, 2015, please submit this via email to [Steve Marshall](#), Exposition Operations Manager for AACC. Should you have any additional questions please contact Steve Marshall at 703-654-6929.
- Meetings/events will begin and end at posted times. **NO EARLY MEETINGS/EVENTS MAY BE SCHEDULED FOR THE MORNING OF TUESDAY, JULY 28 NOR WILL A LATE MEETING/EVENT BE SCHEDULED FOR THURSDAY, JULY 30.**
- Guests can only go to the location of the meeting/event and they cannot venture to any other part of the exhibit hall.
- Exhibit hall lighting will be at 50% 30 minutes before and after official show hours.
- Please remember to order 24-hour power in advanced for special after-hours demonstrations.
- At the end of your company demo should additional cleaning be required all charges will be billed to the exhibiting company that hosted the demo.
- For functions occurring on the Exhibit floor before or after hours, exhibitor must hire security starting 30 minutes prior to and 30 minutes following your function. The number of guards will be based on the size of the Exhibit space which is as follows:
 - Inline booth 1 security guard.
 - Islands 20X20 thru 40X40 2 security guards
 - Islands over 40X40 4 security guards

Note: The minimum number of guards indicated above may be augmented with additional guards depending on the total number of invitees attending the function. Please direct all inquiries to [Peter Alexan](#) with RA Consulting call 714-366-9070.

THERE IS A (4) FOUR HOUR MINIMUM PER SHIFT PER GUARD

- Photography is allowed to the assigned(s) booth only. Should a photograph or videotape be taken of another booth, the film will be retrieved by security for further investigation.
- All personnel authorized to stay after published hours to photograph their booth(s), have to stay within their booth perimeter. No roving on the exhibit floor is allowed. Security will escort any person roving in or other booths other than their own will be escorted off the exhibit floor.
- Please Refer to the Exhibitors Rules and Regulation section for more specific guidelines pertaining to photography

Exhibitor Signature: _____

Show Management Signature: _____

PRIVATE SHUTTLE BUS REQUEST

For exhibiting companies arranging their own shuttle bus or limousine transportation to the Georgia World Congress Center, the following rules apply:

- Use of private buses and limousines must be coordinated in advance through Exhibit Management. Please direct all questions or requests for transportation access to Steve Marshall at 703-631-6200 or steve.marshall@jspargo.com.
- Private shuttle bus/limo transportation is authorized for company employees only—**exhibitors cannot take Annual Meeting or Clinical Lab Expo attendees offsite during the Meeting and Expo.** An attendee badge, Expo Only badge, or exhibitor badge must be worn while on convention center premises.
- **Buses may drop off before 9:00 AM and pickup between noon and 2:00 PM, and again after 5:00 PM. Buses cannot drop off or pickup, between 9:00 AM and 12:00 PM or between 2:00 PM and 5:00 PM.**
- Buses cannot stand and wait at the convention center. There is limited space available so each vehicle will be permitted only 15 minutes for passengers to board or disembark. Slots will be assigned on a first-come, first served basis.
- An authorization placard will be provided for each approved vehicle and must be displayed in the front window.
- Private shuttles cannot use the official AACC shuttle stops in front of the Georgia World Congress Center. If approved, driving instructions will be provided to the drop-off/pickup point, at the Georgia World Congress Center.
- Police officers will enforce these rules. Shuttles and other vehicles must comply with these rules or they will be denied access to the facility and other serious sanctions may apply.

Special transportation services are available through Presenting Atlanta, one of our official supplier-partners. You can find information on Presenting Atlanta in the Exhibitor Service Manual. Please complete the information below and email (only) back to Steve Marshall.

Please list each day you will require the use of a private bus or limousine.

Exhibiting Company:	Booth #:	
Requested by:	Email:	Phone:
Date of Shuttle Use:	Number of Guests:	
Drop Off Time:	Pick Up Time:	
Bus Company:	Bus Company Contact:	

Oscar & Associates Photography and Video Services

Exhibit Photography Page 1

Exhibit Video & Event Photography Page 2

Video Production Page 3

Order Form Page 4

Video Production FAQ Page 5

AACC Annual Meeting & Clinical Lab Expo
July 26 – 30, 2015
Atlanta



Exhibit Photography & Video - Includes color corrected, high resolution images with unlimited usage rights shipped via ground service within 7 business days from the end of the show unless otherwise stated below. E-Delivery of images and video reel will be uploaded to Dropbox for 15 days or your FTP site within 5 business days from the end of the show. For expedited delivery on any services, please contact us.

	QTY
8x10 Print per view	\$145.00 _____
Digital Image on CD per view	\$180.00 _____
Digital Image E- Delivery per view	\$195.00 _____
8x10 Print & Image on CD per view	\$210.00 _____
8x10 Print, Image on CD & E- Delivery per view	\$235.00 _____

Dynamic Exhibit Photography- (Ideal for Exhibit Builders and Product shots)

Complete Studio Look with Post-Production per view \$500.00 _____

Imaging technicians will remove background, distracting objects or wall graphics, in addition to color correction. Both the original view and enhanced view will be delivered on both on CD and an 8x10 print.

Additions to Exhibit Photography

On-site Delivery of Exhibit Photography \$75.00 _____
All unmanipulated digital images or video reel surrendered on-site on USB drive within 24 hours after image capture.

Duplicate CD of entire order \$50.00 _____

Additional 8x10 Prints \$40.00 _____

***NEW* Video Footage – (4 view minimum)** \$475.00 _____

5-10 minutes of HD BRoll video of booth, without sound, captured during photography session.
Booked in 30-minute intervals. Additional time charged at \$300 per 30 minutes.

***NEW* Video Footage– (No minimum Photography Order)** \$680.00 _____

5-10 minutes of HD BRoll video of booth, without sound, unscheduled before or during show hours.
Please notate on Order Form (p.4) with or without people. Booked in 30-minute intervals.
Additional time charged at \$300 per 30 minutes.

***NEW* Video Footage Edit** \$375.00 _____

Includes a 30-45 second edited video from the footage purchased above with stock music and limited graphic. Delivered electronically within 10 business days from the final day of the show

Subtotal Page 1 _____

AACC Annual Meeting & Clinical Lab Expo
July 26 – 30, 2015
Atlanta



Exhibit Photography & Video Pro Packages- Includes color corrected, high resolution images with unlimited usage rights shipped via ground service within 7 business days from the end of the show. E-Delivery of images and video reel will be uploaded to Dropbox for 15 days or your FTP site within 5 business days from the end of the show. QTY

Pro Pack A **\$1,100.00** _____

Includes 6 views of the exhibit delivered both on CD and via E-Delivery

ProPack A 8x10 Prints **\$100.00** _____

Pro Pack B **\$2,175.00** _____

Includes 15 views of the exhibit delivered both on CD and via E-Delivery

ProPack B 8x10 Prints **\$175.00** _____

***NEW* Pro-Pack A w/ Video Footage** **\$1,450.00** _____

Includes 6 views of the exhibit delivered both on CD and via E-Delivery and 5-10 minutes of HD BRoll video of booth, without sound, captured during photography session. Video booked in 30-minute intervals. Additional time charged at \$300 per 30 minutes.

***NEW* Pro-Pack B w/Video Footage** **\$2,490.00** _____

Includes 15 views of the exhibit delivered both on CD and via E-Delivery and 5-10 minutes of HD BRoll video of booth, without sound, captured during photography session. Video booked in 30-minute intervals. Additional time charged at \$300 per 30 minutes.

***NEW* Video Footage Edit** **\$375.00** _____

Includes a 30-45 second edited video from the footage purchased above with stock music and limited graphic. Delivered electronically within 10 business days from the final day of the show

Additional Pro Pack Views per view **\$75.00** _____

Event Photography -All event photography services are to be used for timed special events only and must be booked in consecutive hourly increments to obtain discounted pricing. For expedited delivery on any services, please contact us. QTY

Photographic Coverage and Delivery of all images on DVD **Hours** _____

\$375.00 for first hour, \$325.00 for second hour, \$275.00 for any additional hours

Delivery of color corrected, high resolution images with unlimited usage rights within 7 business days from the end of the show.

On-Site Delivery of Event Images on a 4 GB USB Drive **\$75.00** _____

Surrender of **all unmanipulated** digital images on-site on USB drive within 2 hours after the end of the assignment.

Upload of Event Images to Social Media Site Post-Event **\$50.00/hr.** _____

Time based upon photographic coverage booked above. All digital images uploaded to your social media site of choice within 4 hours after the end of the assignment.

For upload of images to Social Media **during** an event, or branding of images with logos or text, **please contact us for further information.**

Description of Event: _____

Location: _____

Date: _____ **Time:** _____

One hour minimum, booked in hourly increments. Events taking place away from the main convention center are subject to a two hour consecutive minimum. Travel time to and from event might result in additional fees. Does not include Exhibit or Product Photography.

Green Screen Photography/On-site Printing- Place attendees into digital backgrounds. Add custom borders, logo or message. Attendees can receive professional prints or digital uploads. Packages start at \$1,200.00. Please contact us for further information.

Subtotal Page 2 _____

AACC Annual Meeting & Clinical Lab Expo
July 26 – 30, 2015
Atlanta



HD Video Production- *All delivered video footage includes unlimited usage rights.*

QTY

All-Inclusive Video Package

\$1,975.00

Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit, 1 edited and produced video up to 3 minutes long with rough cut and 1 edit. Includes intro, outro, stock music and titling. First draft delivered online within 15 days from the final day of the show. Final video delivered online upon final approval.

B Roll 120- Scheduled Raw Footage* Capture

\$1,500.00

Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit at the time of your choice during show hours. Delivery of raw footage on a USB drive within 10 business days from the final day of the show.*

Half Day B Roll Shoot

\$1,975.00

Up to 4 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage on a hard disk drive within 10 business days from the final day of the show.*

Full Day B Roll Shoot

\$2,975.00

Up to 8 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage on a hard disk drive within 10 business days from the final day of the show.*

Video Production Additions

QTY

1 Additional Wireless Mic

\$75.00

More than 2 mics will require a sound mixer and may require a sound tech on-site. Price for sound mixer and tech determined by scope of the project.

Post-Event Editing (3 Minute Video)

\$1,250.00

An additional standard edited and produced video including intro, outro, stock music and titling up to 3 minutes long with rough cut and 1 edit from existing footage. Delivered online within 15 business days from the final day of the show.

Raw Footage Delivery Options

External hard disk drive

\$200.00

***Raw Video Footage Disclaimer**

All raw footage is provided as is and may not be usable directly.
It is meant to be edited by a professional before use and saved in the appropriate format.

For examples of the video products, please visit <http://www.oscarandassociates.com/video>

Description of Video:

Location:

Date:

Time:

(Telephone confirmation to be provided upon receipt of form.)

Subtotal Page 3 _____

AACC Annual Meeting & Clinical Lab Expo
July 26 – 30, 2015
Atlanta



Order Form

Bill To Company

Billing Address _____

City _____ State _____ Zip _____

Ordered By _____

Phone _____

Fax _____

Email _____

Name on Card _____

Card Number _____ Exp. _____

Signature _____

Ship to Company

Shipping Address _____

City _____ State _____ Zip _____

Ship to Attention _____

Ship to Email _____

Subtotal Page 1 _____

Subtotal Page 2 _____

Subtotal Page 3 _____

Sales tax _____

(Products delivered in IL subject to 9.25% sales tax.

Products delivered in Texas- applicable sales tax apply)

Shipping & Handling **\$20.00**

(Via ground services)

TOTAL _____

Booth Name

Booth # _____

On-site Contact _____

On-site Contact's email _____

Cell# _____

Onsite contact email address _____

Onsite Instructions

Exhibit Photography/Video Reel Instructions

Monitors _____ ON _____ OFF

Lights _____ ON _____ OFF

With People _____ Without People _____ Staff Shot _____

Must be prepaid with a Check, Visa, Mastercard or American Express. Cancellations received less than one week prior to the first day of exhibitor move-in will be billed at 50%. Photography Orders ship within 7 business days after closing date of show unless otherwise stated. Claims must be made in writing within 7 days of receipt of materials. Oscar & Associates does not work on speculation. 8/13



AACC Annual Meeting & Clinical Lab Expo
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Video Production FAQ's

Video Shoot:

Actual filming times may be shorter than the time the videographer is scheduled to be at your booth. Scheduled shoot times include setup and breakdown of videographer equipment and may vary depending on the type of shoot and the equipment. Setup and breakdown typically take 10-15 minutes each for a standard one camera shoot. The amount of footage a videographer records depends on the amount of activity going on within the booth.

Standard HD Kit- includes 1 wireless mic, tripod and 1 light kit (on-camera or external - videographer's choice). The light kit is dependent on the shoot needs. We will only supply an on-camera light unless specifically requested otherwise. Please contact us for additional or specific equipment needs.

Delivery of Raw Footage:

Raw footage is footage captured directly from the camera and is not typically used "as is". In most cases the footage will need to be transferred into an editing program to even be viewable. It is intended to be edited by a professional editor before a final usable version is produced. Raw footage file formats will vary depending on camera equipment and editing equipment used. We will charge \$300.00 for a Half-Day Shoot and up to \$350.00 for a Full-Day Shoot for the conversion of raw footage files to viewable MOV files.

Raw footage such as B Roll is usually shipped within 10 business days from the last day of the trade show. For expedited delivery please contact us.

Online delivery is by yousendit.com or wetransfer.com. The maximum file size for online delivery is 2 GB.

Raw footage can be delivered on USB drives or external hard disk drives as well. We generally will use a USB stick for data less than 8 GB and a hard disk drive for data over 8 GB in size.

Editing Services:

We provide a variety of editing services for all videos we shoot. Please contact us for custom editing needs.

Production Service:

We provide a complete suite of video production services for corporate events, product demonstrations, testimonial videos and others, in addition to videos we produce for you at trade shows. Please contact us for details.

Project Management:

For videos being edited, we require feedback to our editors within 10 business days of the end of the show. All projects will be deemed completed if we do not receive customer feedback by that point. A project restart fee of \$225.00 will be assessed to reopen a project for 30 days.

We do not store your raw footage for more than 30 days past the completion of your project. We do offer raw footage/video storage for up to 1 year for \$350.00 per project. This storage will make it easier to edit a new video or modify an existing video that we have produced.

www.cpdinet.net

Convention Plant Designs, Inc.

**Phone: (504)454-7204**

Fax: (504) 454-7262

E-mail: cpd@cpdi.net

QUANTITY	ITEM	UNIT PRICE	TOTAL
	MUMS YELLOW WHITE OTHER	\$25.00	\$ -
	AZALEAS RED Lt. PINK WHITE	\$35.00	\$ -
	BROMELIADS	\$35.00	\$ -
	SEASONAL BLOOMING KALANCHOES, CYCLAMEN, POINSETTIAS	\$35.00	\$ -
	FLOWER ARRANGEMENT:Description \$65.00 & Up	-	\$ -
	TROPICAL ARRANGEMENT: Description \$80.00 & Up	-	\$ -
	Bud Vases, Boutonnieres & Corsages Priced Upon Request	-	\$ -
	6 INCH GREEN PLANT - SMALL TABLE TOP PLANT	\$20.00	\$ -
	LG. FERN - LG. IVY - LG. POTHOS	\$35.00	\$ -
	BUBBLE BOWL	\$30.00	
	3' GREEN PLANT	\$40.00	\$ -
	4' GREEN PLANT	\$50.00	\$ -
	5' GREEN PLANT	\$60.00	\$ -
	6' GREEN PLANT	\$70.00	\$ -
	TALLER MATERIAI PRICED UPON REQUES		
	TYPE OF CONTAINER Wicker White Black		
INQUIRE ABOUT PLANTS, FLOWER ARRANGEMENTS AND GIFT BASKETS FOR BANQUETS AND HOSPITALITY SUITES			
RENTAL PRICE INCLUDES PLANT CONTAINER, DELIVERY, INSTALLATION, MAINTENANCE AND REMOVAL			

COMPANY NAME: _____		TOTAL MATERIAL CHARGE	\$ -
ADDRESS: _____		<div>8.00%</div> SALES TAX	\$ -
CITY, STATE, ZIP: _____		INVOICE TOTAL	\$ -
PHONE: _____	FAX: _____	LESS PREPAYMENT	
BOOTH NUMBER: _____	PO #: _____	TOTAL AMOUNT DUE	\$ -
EMAIL ADDRESS: _____			


PRINT NAME _____ AUTHORIZED SIGNATURE: _____
ON SITE CONTACT: _____ ON SITE PHONE # _____

Do you need a Designer to help you with your selection? _____ Date/Time Designer to meet rep in booth: _____

POLICIES: All orders require payment in **Advance**. Cash, Check, Visa, MasterCard or American Express are accepted. If tax exempt, enclose a copy of your tax exemption certificate. Rental items missing upon dismantling are the responsibility of the exhibitor. **Missing and/or damaged product must be reported to our representatives Prior to show close for any pricing adjustment. No floral arrangement cancellations one week prior to show.**

To charge your account for additional floral services incurred during the show, please sign the credit card authorization:

X

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING American Express

MasterCard*

Account Number:

***CODE ON THE BACK OF CARD**

[illegible]

--	--	--	--

*** CODE REQUIRED**

Expiration Date: /

Cardholder Name: (Please Print or Type)

Billing Address:

City, State, Zip: _____

Cardholder Signature: **X**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/20/2016

PRODUCER Insurance Agent/Broker Name Insurance Agent/Broker Street Address or P.O. Box Insurance Agent/Broker City, State & Zip Code Contact & Phone Number	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Company Name Address Address City, State & Zip Code	INSURER A: Name of Insurance Company	Enter NAIC #
	INSURER B: Name of Insurance Company(if applicable)	Enter NAIC #
	INSURER C: Name of Insurance Company(if applicable)	Enter NAIC #
	INSURER D: Name of Insurance Company(if applicable)	Enter NAIC #
	INSURER E: Name of Insurance Company(if applicable)	Enter NAIC #

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Policy #	7/23/15.	8/1/15	EACH OCCURENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
						MED EXP (Any one person)	\$5,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$1,000,000
							\$
A	<input type="checkbox"/>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Each Occurrence)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
A	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
A	<input type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ _____				EACH OCCURENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
A	<input type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Policy #	7/23/15	8/1/15	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$1,000,000
						E.L. DISEASE - POLICY LIMIT	\$1,000,000
	<input checked="" type="checkbox"/>	OTHER Property Damage	Policy #	7/23/15	8/1/15		\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additional Insured for AACC Annual Meeting & Clinical Lab Expo- (Dates July 26 - 30, 2015) (Exhibit Dates July 28 - 30 2015)servicing (Enter Exhibiting Company name here) at booth # _____

American Association for Clinical Chemistry, J. Spargo & Associates, Inc., The Freeman Companies, Georgia World Congress Center.

CERTIFICATE HOLDER

AACC
1850 k Street, NW
Suite 625
Washington, DC 20006-2213
Phone: (800)892-1400
Fax: (202)833-4568

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.